



CITY OF EUREKA

QUARTERLY REPORT OCTOBER - DECEMBER 2013



Community Development

Summary of Fourth Quarter 2013 Activities

Statistics

| | October | November | December | Total |
|-------------------------------------|---------|----------|----------|-------|
| Planning Commission | | | | |
| Meetings | 1 | 1 | 1 | 3 |
| Public Hearings | 1 | 2 | 1 | 4 |
| Historic Preservation Commission | | | | |
| Meetings | 1 | 1 | 1 | 3 |
| Public Hearings | 2 | 0 | 0 | 2 |
| Design Review Committee | | | | |
| Special Meetings | 1 | 1 | 0 | 2 |
| Regular Meetings | 1 | 2 | 1 | 4 |
| City Council | | | | |
| Meetings | 2 | 1 | 0 | 3 |
| Public Hearings | 1 | 0 | 0 | 1 |
| Community Improvement Team | | | | |
| Meetings | 0 | 0 | 0 | 0 |
| Inspections | 0 | 0 | 0 | 0 |
| Medical Cannabis | | | | |
| Cases Opened | 0 | 1 | 0 | 1 |
| Cases Closed | 0 | 0 | 1 | 1 |
| Inspections | 0 | 0 | 1 | 1 |
| Violations Cases | | | | |
| Opened | 2 | 1 | 0 | 3 |
| Closed | 1 | 2 | 0 | 3 |
| Design Review Applications | 4 | 1 | 4 | 9 |
| Cottage Food Home Occupation Permit | 0 | 0 | 0 | 0 |
| Home Occupation Permits | 5 | 6 | 5 | 16 |
| Total Applications Processed | 15 | 10 | 15 | 40 |
| Building Permit Reviews | 13 | 9 | 20 | 42 |

Partial list of Projects, Permits, Ordinances and Activities in the Fourth Quarter

Carrington Subdivision: The applicant is looking at possible design changes to the project to comply with the Local Coastal Program.

Clark Historic District: Draft guidelines from the Eureka Heritage Society have been submitted and Staff is working to review. Once the draft guidelines are determined to be consistent with the Secretary of the Interior Standards for the Treatment of Historic Properties, they will be forwarded to the Historic Preservation Commission for consideration.

Design Review Guidelines: Staff continues to work with the Design Review Committee to complete the Design Review Guidelines.

Community Development

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Eureka Rescue Mission Conditional Use Permit and Coastal Development Permit: The Director of Community Development approved the Coastal Development Permit for the two phase project which includes upgrading the two existing buildings that are not compliant to meet ADA requirements in addition to constructing a new building which will contain a chapel/dining area, commercial kitchen and storage, bathrooms, offices, men's and women's day use courtyard, and parking on an adjacent parcel.

Categorical Exclusions: Two Notices of Categorical Exclusion were processed; one for modifications to a parking lot, and the second for an Electric Vehicle Charging Station required referral.

Text Amendment: Staff has prepared a Text Amendment to provide a process for disabled persons to request Reasonable Accommodation from zoning codes. The process is required to allow the City to qualify for Streamlined Review of the 2014-2019 Housing Element from the State Department of Housing and Community Development. The Planning Commission is slated to hear the proposal in January, and the City Council should see an Ordinance for adoption in February.

General Plan Update: We started the first phase of the General Plan Update work program – *What is the Context for Planning?* ESA is working with City staff and other agencies to gather information about the community. The information will eventually be included in a Community Background Report. Part of the process involves gathering information about how community members see Eureka in terms of our assets, challenges, opportunities, and vision for the City. We conducted a number of stakeholder interviews with members of the community with interest and expertise in various categories such as development, the environment, arts and culture, and tourism to name a few. We also held a kick-off meeting with ESA and City staff, which included a tour of the City for ESA and some of their subconsultants.

We also received a \$250,000 Ocean Protection Council Local Coastal Program Sea Level Rise Adaptation Grant to update our Local Coastal Programs (LCP) to address sea level rise and extreme weather events. Work for this grant will be conducted by ESA and Aldaron Laird of Trinity Associates (as a subconsultant to ESA) as part of the General Plan Update.

2014-2019 Housing Element: As part of the General Plan Update, the Current Planning Division has been tasked with managing the 2014-2019 Housing Element Update. Staff is working with the City's General Plan Update consultant, ESA and a preliminary draft has been reviewed and returned to the consultant for updating. Public review and comment periods, as well as public hearings should be held during the first quarter of 2014.

Humboldt County Office of Education Sequoia Conference Facility: Staff has completed both a courtesy review and a review of the draft Mitigated Negative Declaration and provided comments to the HCOE's consultant regarding the adequacy of the draft document. Once the CEQA review is complete a Coastal Development Permit application is expected.

Community Development

Summary of Fourth Quarter 2013 Activities

Mad River Pipeline Phase 5: Staff obtained a coastal development and use permit for this important waterline rehabilitation project from Humboldt County. We assist with permit compliance as necessary.

Mad River Pipeline Mapping: Arcata Mark and Locate Maps - Maps were created for water crews, allowing for the location and demarcation of underground water infrastructure in the Arcata area. Maps will allow for the location of Eureka's Mad River Pipeline.

Martin Slough Interceptor Project: Staff continued to assist the Engineering Division with construction oversight and with additional permitting for this project. Staff processed a coastal development permit and conditional use permit for a portion of the force main currently under construction. Staff worked with project engineers on the design of the remaining portion of the force main, and will be processing a coastal development permit and conditional use permit for that final section.

Martin Slough Enhancement Plan: Staff worked with RCAA and the City's Engineering Division toward finalizing the project design. The project will result in fish passage and fish habitat enhancements in Martin Slough, and will also reduce flooding impacts on the golf course.

McDonalds: Applications for modification of a 1971 Use Permit, a new Coastal Development Permit and a Lot Merger have been submitted for the demolition and reconstruction of the McDonald's restaurant with drive through facility on S Street, between 4th and 5th Streets. On December 9, 2013, the Planning Commission approved the modification of the Use Permit and the Design Review. On December 17, 2013, an adjacent business (Burger King) appealed the decision. The appeal will be heard by the City Council in January.

Municipal Service Review: The Municipal Service Review(MSR) was successfully updated during the fourth quarter of 2013. The updated MSR went before LAFCo and was unanimously approved.

Redwood Marine: Work continues on the Coastal Development Permit and Lot Line Adjustment application for a proposed 3.4-acre commercial complex for the sale of marine sporting goods, including boat and trailer sales. At the request of Caltrans, Staff coordinated a meeting with the applicant, and Staff is working with the applicant to finalize the project description.

Sweet Pea's Learning Center: A Conditional Use Permit application has been approved by the Planning Commission to allow a nursery school in the 3300 block of T Street, and they opened in late December.

Community Development
Summary of Fourth Quarter 2013 Activities

Staff and Contact Information

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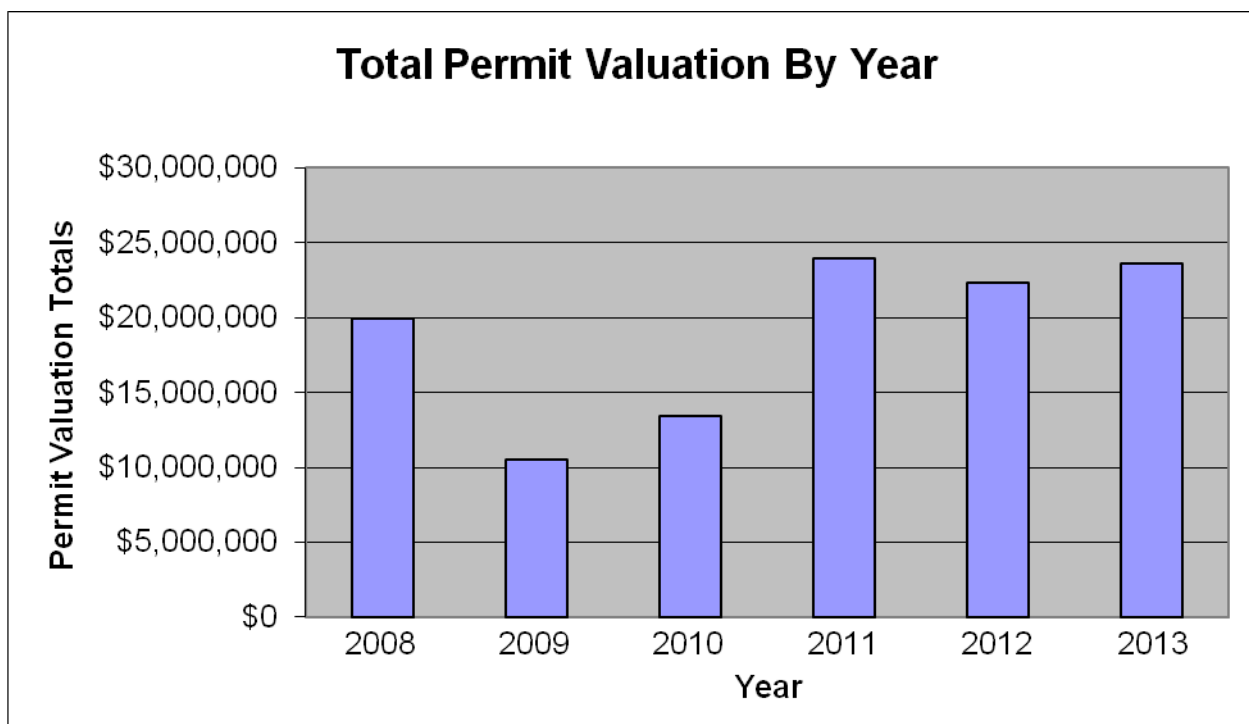
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COMMUNITY DEVELOPMENT BUILDING DIVISION

The 2013 calendar year building valuation total of \$23,629,981.00 went up slightly from 2012 calendar year total of \$22,316,328.00. This year's valuation total is primarily due to projects such as a new Wendy's Restaurant, TJ Maxx, Ulta Beauty, Sports Authority and the new Lost Coast Brewery site.

The 4th quarter valuation for 2013 of \$10,949,858.00 is up from last years 4th quarter total of \$1,751,673.00. The Building Division issued 261 permits for the quarter. Staff conducted approximately 722 inspections, 42 plan reviews, and investigated 38 new code enforcement complaints. During the quarter 60 code enforcement cases were resolved.



| Permit Type Totals | | | |
|-------------------------|----------------|----------------|-------------|
| | No. of Permits | Valuation | Fees |
| Commercial | 1 | \$6,922,493.00 | \$51,315.00 |
| Demolition | 5 | \$0.00 | \$450.00 |
| Duplex | 0 | \$0.00 | \$0.00 |
| Electrical | 32 | \$0.00 | \$4,348.00 |
| Fire Alarm | 0 | \$0.00 | \$0.00 |
| Fire Sprinkler | 3 | \$12,000.00 | \$953.00 |
| Fire Suppression | 2 | \$4,204.00 | \$560.00 |
| Grading | 0 | \$0.00 | \$0.00 |
| Improvement Commercial | 35 | \$2,998,002.00 | \$42,560.00 |
| Improvement Residential | 39 | \$335,168.00 | \$13,261.00 |
| Mechanical | 44 | \$7,731.00 | \$4,427.00 |
| Multi-Family | 0 | \$0.00 | \$0.00 |
| Plumbing | 47 | \$2,000.00 | \$4,382.00 |
| Residential Addition | 0 | \$0.00 | \$0.00 |
| Reroof Commercial | 9 | \$107,248.00 | \$2,661.00 |
| Reroof Residential | 37 | \$331,437.00 | \$8,880.00 |
| SFD | 2 | \$192,876.00 | \$4,967.00 |
| Signs | 5 | \$36,700.00 | \$2,602.00 |

| Quarter Summary | | | | | |
|-----------------------|----------------|----------------|--------------|-----------------|-------------------|
| | October | November | December | Quarter Totals | Last Years Totals |
| Permits ISSUED | 105 | 75 | 81 | 261 | 203 |
| Permits FINALED | 77 | 55 | 73 | 205 | 202 |
| Valuation | \$3,058,952.00 | \$7,342,479.00 | \$548,427.00 | \$10,949,858.00 | \$1,751,673.00 |
| Inspections Performed | 309 | 178 | 235 | 722 | 631 |
| Plan Reviews | 9 | 14 | 19 | 42 | 38 |

| Code Enforcement | | | | | |
|--------------------|----------|----------|----------|------------|------------------|
| | October | November | December | Totals | Last Year Totals |
| Complaints OPENED | 16 | 10 | 12 | 38 | 28 |
| Complaints CLOSED | 6 | 20 | 34 | 60 | 32 |
| Investigation Fees | \$285.00 | \$232.00 | \$484.00 | \$1,001.00 | \$1,290.00 |

Vacant and/or Boarded Buildings

Vacant and/or boarded building monitoring inspections were conducted in early January in conformance with Eureka Municipal Code § 150.095. Twenty two (22) buildings/properties were inspected. Twelve (12) property owners took no positive action to improve their property and a monitoring fee of \$200 has been assessed. Ten (10) owners obtained permits for repairs and those properties are exempt from this quarters monitoring fee.



1423 Little Fourth Street
Monitoring Fee Assessed



915 Del Norte Street
Monitoring Fee Assessed



1813 3rd Street
Monitoring Fee Assessed



325 O Street
Monitoring Fee Assessed



428 8th Street
Monitoring Fee Assessed



1016 G Street
Monitoring Fee Assessed



1307 West Avenue
Monitoring Fee Assessed



4 W. 2nd Street
Monitoring Fee Assessed



2810 R Street
Monitoring Fee Assessed



3324 F Street
Monitoring Fee Assessed



1940 S Street
Monitoring Fee Assessed



3328 Summer Street
Monitoring Fee Assessed

COMMERCIAL PROJECTS OF INTEREST

| Address | Owner | Type | Valuation |
|-------------------------------|----------------------------------|---|----------------|
| 1600 Sunset | Red House Fandango LLC | 73,392 SF Mixed Use Building - "Lost Coast Brewery" | \$8,322,493.00 |
| 232 W. 5 th Street | Humboldt Bay Inn LLC | Balcony Repair | \$50,000.00 |
| 1122 Broadway | George & Jackie Sousa | Tenant Improvement – "Verizon" | \$96,525.00 |
| 963 Myrtle Avenue | Tomac LLC | Remodel & ADA Parking Improvements | \$204,000.00 |
| 815 W. Wabash Avenue | Shailesh & Jayshree Patel | Swimming Pool – "Holiday Inn" | \$69,000.00 |
| 906 West Avenue | Tomac LLC | Tenant Improvement – "Little Cesars Pizza" | \$100,000.00 |
| 1929 4 th Street | WHC831 LLC | Improvements to Parking Lot Lighting | \$54,922.00 |
| 1925 California Street | Humboldt Senior Resource | Clinic Space Within Existing Building | \$150,000.00 |
| 517 3 rd Street | N. California Indian Development | Phase 1A Retrofit – Roof Only | \$605,000.00 |
| 301 7 th Street | Daniel & Amelia Ricke | Change of Occupancy | \$80,000.00 |

RESIDENTIAL PROJECTS OF INTEREST

| Address | Owner | Type | Valuation |
|-------------------------|------------------------------|------------------------------|--------------|
| 2328 B Street | John & Beatrice Schieberl | Re-Roof & Replace 16 Windows | \$12,000.00 |
| 965 Bay Street | Vi Huu Thich & Lan Dang | Repairing Portion of Siding | \$13,000.00 |
| 1212 Fern Street | Thorsen & Krimzen Haugen | Remodel & Addition | \$130,000.00 |
| 1517 Wood Street | Lois Beachy | New Secondary Dwelling Unit | \$49,258.00 |
| 3561 Nevada Street | Claudia Powell | Tenant Improvement | \$11,985.00 |
| 1865 Hayes Street | Rex & Linda Barnhart | Foundation | \$10,000.00 |
| 1635 East Avenue | Dian Pecora | Enclosing Existing Porch | \$35,000.00 |
| 1143 K Street | Thomas & Hellen Kelly | Re-Roof Residence | \$18,844.00 |
| 1248 East Avenue | Tim Mansfield & Terry Wilson | New Secondary Dwelling Unit | \$59,858.00 |
| 322 W. Del Norte Street | Surinder & Harjinder Heer | New Duplex | \$133,018.00 |

COMMUNITY DEVELOPMENT BUILDING DEPARTMENT - HOUSING DIVISION PROGRAM ACTIVITY REPORT OCTOBER 1, 2013 THROUGH DECEMBER 31, 2013

PROGRAM OBJECTIVES:

- Provide adequate sites and promote the development of new housing to accommodate Eureka's fair share housing allocation for very low, low and moderate-income residents.
- Encourage the maintenance, improvement and rehabilitation of Eureka's existing housing stock and residential neighborhoods.
- Insure the provision of quality housing opportunities for very low-income citizens.
- Assist in the elimination of substandard and deteriorated housing while preserving the neighborhood community.
- Increase, improve, and preserve the community's supply of very low or low-income housing.

PROGRAM ACHIEVEMENTS:

- ◆ ***CDBG Housing Rehabilitation Program Income Fund #277 (Grant Years 1989, 1994-Must be expended before SuperNofa funds can be used.)***

| | |
|---|----|
| ➤ Housing Rehabilitation Completed | 1 |
| ➤ Housing Loans Monitored Owner Occupied Rehabilitation | 15 |
| ➤ Housing Pending Applications | 0 |
| ➤ Housing Loans Declined/Withdrawn | 1 |
| ➤ Housing Rehabilitation Under Construction | 0 |
| ➤ Loans Paid in Full | 1 |

- ◆ ***2012 CDBG SUPERNOFA Grant Award \$600,000 Homebuyer Acquisition with Rehabilitation (Pending First Mortgage Lender RFP)***

| | |
|--|----|
| ➤ Homebuyer Downpayment Assistance Loans Completed | 0 |
| ➤ Homebuyer Loans Monitored | 0 |
| ➤ Homebuyer Pre-Screen Waiting List | 41 |
| ➤ Homebuyer Loans Declined | 0 |
| ➤ Homebuyer with Rehabilitation Under Construction | 0 |

- ◆ ***2012 CDBG SUPERNOFA Grant Award \$400,000 Owner Occupied Rehabilitation (Pending Expenditure of Program Income. Funds can be transferred to CDBG Homebuyer Program.)***

| | |
|--|---|
| ➤ Housing Rehabilitation Completed | 0 |
| ➤ Housing Loans Monitored | 0 |
| ➤ Housing Rehabilitation Waiting List – Currently no Waiting List | 0 |
| ➤ Housing Pending Applications-CDBG Program Income To Be Spent 1 st -Acct. #277 | 0 |

◆ ***HUD Rental Rehab Fund #285 Repaid Loan Funds Available for One Rental Rehabilitation Loan***

| | |
|------------------------------------|---|
| ➤ Rental Rehab Projects Monitored | 0 |
| ➤ Rental Rehab Applications Mailed | 2 |
| ➤ Rental Rehab Projects Declined | 1 |

◆ ***Housing Successor Fund #295 Transferred to #296 for FY 2013-2014 (Previously Eureka Redevelopment Agency Low and Moderate Income Housing Program) Program is to be administered according to Community Redevelopment Law, with only low income eligibility for program funding. No longer moderate income.)***

| | |
|---|----|
| ➤ Rental Rehabilitation Loans Monitored | 9 |
| ➤ First Time Homebuyer Loans Monitored | 70 |
| ➤ Owner Occupied Housing Loans Monitored | 10 |
| ➤ Subordinations Completed (1 Declined) | 6 |
| ➤ Housing Rehabilitation Waiting List (All Borrowers to CDBG Funding) | 0 |
| ➤ Loan Payoffs | 1 |

◆ ***HOME Program Income Fund #276 (Grants Years 1998, 2000, 2001, & 2003***

| | |
|--|---|
| ➤ Housing Rehabilitation Loans Monitored | 8 |
| ➤ First Time Homebuyer Loans Monitored | 8 |
| ➤ Loans Paid in Full | 1 |

◆ ***LOCAL Program Income Fund #291***

| | |
|--|----|
| ➤ Owner Occupied Housing Rehabilitation Loans Monitored | 5 |
| ➤ Wheelchair Ramp Grants | 0 |
| ➤ Dumpsters Provided This Quarter | 12 |
| ➤ Senior Home Repair Grants | 26 |
| ➤ Rental Loans Monitored | 1 |
| ➤ Graffiti Grants | 0 |
| ➤ Waiting List (Moderate Income Households Only/Lack of Funds) | 5 |
| ➤ Paint Up/Fix Up Grant (Frozen) | 0 |
| ➤ Loan Term Extensions Pending (Mahony/Colson) | 2 |

◆ ***CALHOME Program Income Fund #278 (Grant Year 2006)***

| | |
|----------------------------|---|
| ➤ Housing Loans Monitored | 7 |
| ➤ Subordinations Completed | 1 |

◆ ***Other Miscellaneous Default/Foreclosure Loan Activities***

| | |
|---|---|
| ➤ Defaulted Loans in Foreclosures Process (Hawthorne) | 1 |
| ➤ Agency Owned Properties Through Default | 4 |
| ➤ Loans in Default Requiring Assumption/Loan Increase/Loan Modification | 4 |

HOUSING PROGRAMS

- ◆ ***CalHome Program Income Funds:*** The City was awarded a CalHome grant of \$600,000 in 2007 for the purpose of restoring substandard owner occupied residential units located within the City limits of Eureka. This grant provided nine owner occupied rehabilitation loans for health and safety repairs to upgrade homes. These loans were for low income eligible applicants at 3% interest with deferred payments for 30 years and were administered by City staff. Currently, there is approximately \$72,000 in program income (loans repaid) which can be reused for owner occupied rehabilitation loans. Up to 10% of the total grant amount could be used for activity delivery costs associated with the loans.
- ◆ ***Community Development Block Grant Program Income (CDBG-PI) Funds:*** \$190,000 was budgeted for FY 2013-14 for owner occupied rehabilitation loans, with an additional \$20,000 for Lead Based Paint Grants, \$25,000 for a Paint up-Fix up Grant Program, and \$4,500 for Relocation Grants. These funds are revolving and accumulate from repayments of past loans. As the balance increases, these funds are then expended for allowable program uses. An authorization from CDBG has been received for the Release of Program Income Funds as the environmental and 2012 SuperNofa grant compliance issues have been met. The first loan has been completed, one was placed on hold by the Borrower, another is seeking Phase II construction funds, but has not turned in an application.
- ◆ ***2012 CDBG SuperNOFA Grant Application (Homebuyer Acquisition with Rehabilitation & Owner Occupied Housing Rehabilitation Programs):*** The City of Eureka received a Notice of Award from the State of California on August 27, 2012 for the CDBG 2012 NOFA Combo funding in the amount of \$1,000,000 (\$600,000 for Homebuyer Acquisition with Rehabilitation and \$400,000 for Owner Occupied Housing Rehabilitation). These funds may be transferred between the Homebuyer and Rehabilitation programs, with CDBG authorization. The completed CDBG Homebuyer Acquisition with Rehabilitation Program will provide low income households the down payment assistance funds necessary to affordably purchase a single family residence within the city limits of Eureka and to provide required health and safety repairs to bring the newly purchased home into compliance with local Building Codes. Staff also completed new CDBG Owner Occupied Housing Rehabilitation Guidelines to fund health and safety repairs to low income households located within the city limits. Staff has finalized the environmental, guidelines, and compliance issues and a Release of funds has been received from the State. The legal documents are prepared and the first mortgage lender has not signed the Agreement to Provide First Mortgage Loans and the another lender may be approached for interest in January 2014. A Homebuyer Workshop will be scheduled as soon as the First Mortgage Lender has executed the Agreement.
- ◆ ***HOME Program Income Fund:*** The City has received and administered multiple State of California Home grants in the form of owner occupied rehabilitation and homebuyer loans. Repaid loan funds general deposits into this revolving program income account to be reused for

program eligible purposes. For Fiscal Year 2013-14, \$600,000 was budgeted for loans. Funds are anticipated to be used for housing rehabilitation or for an affordable housing or rental rehabilitation project. One owner occupied rehabilitation loan was paid in full as a short sale.

- ◆ **HOME Short Sale Authorization—3329 D Street:** Borrower received authorization for a State of California HOME Program Rehabilitation Loan short sale as she had left the State to be near her family due to the death of her spouse, loss of employment, and declining health. The house sold for \$170,000 due to the current decline in real estate values. The City received \$66,243, on July 10, 2013, after the first mortgage lien-holder was paid in full, requiring a write off of approximately \$12,000 in interest. As per HOME policy, no principal balance was written off.

- ◆ **Housing Successor to the Eliminated Eureka Redevelopment Agency Low and Moderate Income Housing Fund (LMIHF)/First Time Homebuyer, Owner Occupied & Rental Rehabilitation Programs:** The Housing duties and existing assets were transferred to the City of Eureka as Housing Successor as authorized by the City Council on January 10, 2012, and by the Oversight Board on May 13, 2012. Due to the Governor's "Take" of Redevelopment Agency funds beginning in Fiscal Year 2010-2011, and the subsequent Redevelopment Agency elimination on February 1, 2012, all Low and Moderate Income Housing Funds were suspended until the transfer to the City of Eureka's Housing Successor was completed on May 13 2013, by the Oversight Board. All repaid loan funds have been deposited into a revolving loan account (Housing Successor Program Income Account) and are to be used for future program eligible uses. The management of loan default activities, loan servicing (loan modifications/subordinations/payoffs), and acquired property management continues to be City Staff's priority.

- ◆ **Senate Bill SB 341 (DeSaulnier):** This Senate Bill was approved by the Governor on October 13, 2013. This Senate Bill amends Section 34176 and adds Section 34176.1 to the State of California Health and Safety Code, relating to Redevelopment. This Bill also details affordable housing requirement changes. This bill implements Community Redevelopment Law as the basic law governing Housing Successors, and sets up administrative fees, reporting requirements, and modifications to the use of funds.

- ◆ **Housing Successor Program Objectives:** Comply with the requirements of the "Dissolution Act". All Low and Moderate Income Housing funds are to continue to be administered in its original intent under California Redevelopment Law and as per Section 34176 of the State of California Health and Safety Code pertaining to Housing. Therefore, all repaid loans are to be deposited into a program income account to be reused in the city to alleviate health and safety hazards and to provide affordable low income housing.

- ◆ **HUD Rental Rehabilitation Program:** This fiscal year, \$90,000 has been budgeted for rental rehabilitation loan(s). An additional \$10,000 has been budgeted for Lead Based Paint Hazard

Mitigation Grants, if required. The interest rates for these loans are tied to the City's Cost of Funds (or no less than 3%) and are for health and safety repairs to rental units. A recorded covenant requires affordable rents, low income tenancy, and properties are subject to annual reporting. Recorded covenants are required for the term of the loan. The City currently has no loans of record funded with the "HUD Rental Rehabilitation Program".

- ◆ ***LOCAL Fund/Owner Occupied Rehabilitation:*** Of the \$40,000 budgeted for the LOCAL owner occupied rehabilitation loan program for FY 2013-14, \$3,000 has been expended for the Humboldt Housing & Homeless Coalition towards the costs of the HUD Supportive Housing Grant application preparation and writing to the Consultant. The grant applications are due in Spring of 2013 and have the ability to provide up to \$700,000 in the County/Cities to provide services for the homeless. As there are currently six loans remaining, revenue is only generated into this account upon loan repayment. Currently \$5,000 is budgeted for Misc. Community Grants (i.e. Wheelchair-(Repairs Only to Existing Previous Grant Recipients), Graffiti Removal, Demolition, and Sanitary Sewer Connection Fee), \$500 for Relocation, \$8,000 for the Senior Small Home Repair Program, \$250 for Dumpster, and \$5,000 for required Lead Based Paint Hazard Mitigation grants.

HOUSING DIVISION GRANT PROGRAMS

- ◆ ***Dumpsters:*** Recology provides 20 free dumpsters every January 1st to the City of Eureka to assist low income homeowners and neighborhoods (based upon need) in cleaning up their sites. City staff also works with the City's Fire and Building Departments to assist with Nuisance Abatement clean up of residential properties within the city limits. Since July 1, 2013, 12 free dumpsters have been disbursed.
- ◆ ***Graffiti Kit Program-***The City, in cooperation with Shafer's Ace Hardware provides Graffiti Clean-up kits to those single family and multi-family residential property owners whose properties have been a target of graffiti. To be eligible, the property must be located within the Eureka city limits. The kits are available to eligible property owners at \$5 per kit and consist of 1 quart of latex paint, a free paint color match by Shafer's staff, a 2" paint brush, clean up cloth, drop cloth, stir stick, and wet paint sign.
- ◆ ***Paint Up/Fix Up Program:*** Due to funding limitations, this popular Grant Program has been Suspended from LOCAL & Redevelopment funds until funding becomes available from another program. A percentage of the CDBG Program Income funds may be set aside for grant uses in the future. With the anticipation of this program being tied to CDBG Program Income, the qualifying eligibility will be more strict, adhering to CDBG guidelines (low income and less only), and the guidelines will be restructured with more emphasis on Energy Efficient Repairs and Emergency Housing Repairs. There are currently 113 applicants on the existing waiting list.

- ◆ ***Senior Home Repair Program:*** The City and the Humboldt Senior Resource Center have renewed the Annual Professional Services Agreement for FY 2013-14 to administer up to \$8,000 from the LOCAL fund, for the “Senior Home Repair Program”. These grants provide small home repairs to income qualified seniors, over 60 years of age, ranging from grab bars to leaky faucets and running toilets. Since July 1, 2013, 26 grants have been provided totaling \$3,452.00.
- ◆ ***Wheelchair Ramp Grant Program:*** This grant program funding has been “Suspended” except for emergency repairs to previously received grant holders. In Fiscal Year 2013-14, \$5,000 was budgeted for the combined Wheelchair Ramp, Graffiti Kit, Demolition, and Sanitary Sewer Connection Fee Grant Program. Wheelchair ramp costs for homeowners may be included in program loans, along with other health and safety, energy efficiency, and accessibility repairs.

HOUSING DIVISION LOAN MODIFICATIONS

- ◆ ***Alcohol Drug Care Service (ADCS) 1612 B Street:*** ADCS is requesting a change in the use and occupancy of their Transitional Housing Facility from single adult males to families up to 16 tenants. Recorded covenants restrict adult occupancy to 2 per bedroom. ADCS is currently in compliance with occupancy numbers at 7 tenants in 4 first floor bedrooms at the residence. If the upstairs bedrooms received required emergency egress, the occupancy may be increased to two occupants per bedroom on the second floor. ADCS has a contractor bid and will proceed with the repair. Once repairs are completed, ADCS may proceed with a request to raise the recorded restrictive covenant allowances.
- ◆ ***Alcohol Drug Care Service (ADCS) Request for Deferral of Four Amortized Monthly Payment Housing Successor Loans:*** ADCS has requested that four of their Housing Successor amortized monthly payment loans be reduced to deferred payment (no payment) loans retroactively from May 1, 2013 for two years due to financial difficulties and embezzlement allegations. The City Council on October 15, 2014, conditionally approved the payment deferrals of four amortized payment loans retroactively from May 1, 2013. ADCS is to provide monthly Profit and Loss Statements to City staff, and to reinstate monthly payments upon satisfactory cash flow improvement. The Council has requested as review of the financials in one year (October 2014) for an update of progress.
- ◆ ***Colson Loan Term Extension: Borrower is seeking loan term extension.***
- ◆ ***North Coast Veterans Resource Center (NCVRC)-Veterans Transitional Housing Facility:*** Economic Development and Housing staff continue to monitor this Community Development Block Grant funded project. On July 17, 2008, the City of Eureka received notification that Eureka had been awarded a conditional commitment of additional grant funds in the amount of

\$1,500,000 from the FY 2008/2009, General Allocation of the State Community Development Block Grant (CDBG) Program for the North Coast Veterans Resource Center. \$1 Million will be used to assist the NCVRC in the financing of Phase II of the rehabilitation of a Veteran's Transitional Housing facility in Eureka, and \$500,000 will assist the Veterans in providing additional program services. The City of Eureka has previously secured CDBG grant funding for the Veteran's project in the amount of \$201,000 which was used to assist the Veteran's in the acquisition of the facility site. The center was completed and opened in March 12, 2011, and is currently providing 34 beds for homeless Veterans, as well as program services to all Veterans. This CDBG grant expired on 12/31/12. Staff continues to monitor income eligibility of tenants quarterly for 5 years after grant expiration.

HOUSING DIVISION DEFAULT/FORECLOSURE ACTIVITY

- ◆ **Payne (Housing Successor Homebuyer Loan/LMIHF):** is in default for non-occupancy by the Borrower (Deceased) and the son (who continued to occupy the home as his primary residence) is working to transfer the property into his name to assume the loan. He is currently making first mortgage payments and working with an attorney.
- ◆ **Geier (CDBG Tax Default Rehabilitation Loan):** Borrower is currently applying for a loan increase to bring the five year property tax delinquency current. Humboldt Tax Collector has noticed the City that the property will be sold for default taxes and once the sale is complete, the junior lien holders could be eliminated. An analysis will be performed.
- ◆ **Mahony (LOCAL Rehabilitation Loan):** is in default for non-occupancy by the Borrower (Deceased) and her low income son is applying to assume the loan with a small loan increase to cover title fees to transfer the property, through a title company, into his name. The property has been cleaned, the interior and exterior of the residence painted and rehabilitated, and inspected by staff. An appraisal will be ordered to establish the current value. Should the appraised value support the Son's request for a loan increase to cover the assumption costs at title, this application will be complete. The fact that the Borrower had a Living Trust will provide for minimal transfer fees at the Title Company.
- ◆ **Yates (Housing Successor Homebuyer Loan):** is in default for non-payment of first mortgage for over 90 days, effective January 1, 2013. The City has determined the costs to pursue foreclosure with the current decreased real estate values and the lack of funding sources, it would not be financially feasible for the City. The First Mortgage Lender will continue with its foreclosure process and dependent upon the sales price at foreclosure, the City could still recoup a portion of its losses.

HOUSING SUCCESSOR CITY OWNED PROPERTIES ACTIVITY

- ◆ **Acquisition of Property at 2311 Hillside Drive, Eureka:** This Homebuyer was in default for non-occupancy as he relocated to Oregon to go to school and work. On December 11, 2012, this property was offered for sale through a Trustee's Sale at the Courthouse steps with no buyers, thereby transferring the property to the City's Housing Successor upon Acceptance of the Property recorded on March 5, 2013. The initial staff inspection discovered the property is now vacant, and the initial clean-up and yard work has been completed. The first mortgage loan has been paid in full and the property will be assessed for rehabilitation and possible resale through the City's Homebuyer Program.
- ◆ **Acquisition of Property at 1710 16th Street, Eureka:** Borrower agreed to a Deed in Lieu of Foreclosure and relocated to Oregon for work.. The City acquired ownership on June 15, 2010, and paid the first mortgage in full. The property has been cleaned, rekeyed, maintained, and provided relocation for a homeowner who underwent major residential rehabilitation of her property, under the Agency's CalHome and CDBG program. This property may be sold to the public and the funds reinvested for future Housing Successor loans, or may be sold through the City's Homebuyer Program.
- ◆ **Acquisition of Property at 2315 Pine Street, Eureka:** The Homebuyer of this property was delinquent with his 1st mortgage payments and the Agency filed foreclosure and acquired the property on August 20, 2010, due to a lack of buyers at the Trustee's Sale. The "Trustee's Deed Upon Sale" was recorded on September 28, 2010, transferring ownership to the City. The 1st mortgage lien holder is paid in full. The tenants vacated the property on January 31, 2011, after the property suffered a suspicious fire in the master bedroom causing approximately \$20,000 in damage. A bid for rehabilitation has been received and will require Council approval before appointment. The property is anticipated to be sold through the City's Homebuyer Program.
- ◆ **Acquisition of Property at 3405 Glen Street, Eureka:** The First Time Homebuyer of this property was delinquent with first mortgage payments and agreed to a "Deed in Lieu of Foreclosure" as he had suffered a disabling injury and could no longer work. The property was transferred to the Agency on May 3, 2011, and the tenant vacated on May 31, 2011. The First Mortgage lien holder was paid in full by the Agency and the property is now under City Housing Successor ownership. This property is to receive rehabilitation from the Housing Successor (previously LMIHF) Program Income funds before being sold through the City's Homebuyer Program.
- ◆ **Acquisition of Property at 305 W. Hawthorne Street, Eureka:** This Homebuyer was in default for non-occupancy and abandonment of property. Due to the Redevelopment Agency suspension of funding, elimination, and change in Foreclosure laws, the foreclosure process was extended, incurring additional costs to the City. The property was offered for sale at the Courthouse steps on December 20, 2013, with no buyers. Therefore, an updated Foreclosure Analysis will be presented to the City Council to determine acceptance of the property.

HOUSING DIVISION ADMINISTRATION

HOUSING ADVISORY BOARD ACTIVITY

- ◆ ***Housing Advisory Board (HAB):*** The HAB continues to upgrade the City's housing stock by providing low interest loans to low income residents through the Housing Rehabilitation loan programs, Senior Home Repair Program, Rental Housing Program, Wheelchair Ramp Grant Program, the implementation of the Housing Element and Implementation Plan, Lead Based Paint Hazard Reduction Grant program, Temporary Relocation Program, and general loan servicing of the approximate 140 loan files, and other general business related to loan and grant implementation.

October 14, 2013 Regular Meeting of the Housing Advisory Board Canceled

November 13, 2013 Regular Meeting of the Housing Advisory Board:

- Approval of the September 9, 2013 Regular Meeting Minutes
- Consent Calendar:
 - Housing Successor Homebuyer Loan Subordination; Angel-Lopez
- New Business
 - Housing Advisory Board Request to Amend Bylaws to Change Date, Time and Location of Meetings to Council for Recommendation
- Executive Secretary Report
 - Housing Programs Activity Report October 31, 2013
 - Dumpster Activity
 - HAB Attendance Report
- Oral Communications: Alcohol Drug Care Service City Council Action

December 11, 2013 Regular Meeting of the Housing Advisory Board:

- Approval of the October 13, 2013 Regular Meeting Minutes
- Consent Calendar: None
- New Business:
 1. Humboldt Housing and Homeless Coalition Request for HUD Supportive Housing Grant of \$3,000 for Consultant Preparation Fees
 2. Humboldt Senior Resource Center Request to Include Key Lock Box Installations in Senior Home Repair Grant Program.
- Executive Secretary Report
 - Housing Programs Activity Report
 - Dumpster Activity
 - HAB Attendance Report

- ◆ ***Housing Advisory Board Bylaw Amendment:*** The Housing Advisory Board bylaws are currently being amended to change the meeting date, time and location to coordinate with Department procedures. The City Council will be considering approval of a Resolution to change the meetings from the second Monday to the Second Wednesday every month, from 4pm to noon, and from Room 207 to the Council Chambers so that the meetings can be recorded for the public. This will be scheduled after the first of the year.
- ◆ ***General Plan Housing Element Update:*** Staff is working with the Community Development and Planning staff to provide data for the completion of the draft Housing Element to the Housing and Community Development Department.
- ◆ ***Annual Monitoring of Loan Term Compliance for All First Time Homebuyer Program Borrowers, Owner Occupied Rehabilitation loans, and Rental Rehabilitation Loans:*** All 140 loans in the City's AmeriNational Community Services loan portfolio are monitored annually, for program compliance (i.e. property taxes and insurance coverage policies). Most hazard insurance monitoring is provided by AmeriNational Community Services, a third party loan servicing provider. City Staff verifies owner-occupancy and that property taxes are paid current annually on all loans. Those rental income properties with recorded affordable rent and low income tenants are also required by program policy to be monitored regularly by City staff for compliance. All First Time Homebuyer's must provide proof of residency annually. Subordinations, payoffs, and loan modifications, as well as defaults, maturities/loan extensions, and all other aspects of loan servicing are processes by City staff.
- ◆ ***Marketing:*** Once a year, the Agency mails marketing packets to a list of public offices, schools, agencies, and media and also sends out Contractor Outreach. The benefits of the Housing Programs are listed in the publications, "Humboldt Kid's Digest", "La Bandera Mexicana", the "Times Standard", and the "Senior Digest".
- ◆ ***Website Update:*** All Housing Division information is now accessible on the City of Eureka's webpage under the City's Community Development Department/Housing Division website. Currently, all Housing Program documents have been updated to reflect the removal of references to the "Eureka Redevelopment Agency" and to Staff's relocation to the Building Department.
- ◆ ***Reporting:***

| | |
|------------------------------|--|
| <i>Annually:</i> | <i>Year End Housing Element Update Home Program Income Reporting CalHome Program Income Reporting CDBG Performance Management Reporting</i> |
| <i>Semi-Annually:</i> | <i>CDBG Semi-Annual Program Income Reporting (2013) Fair Housing Public Notice Published in Times Standard</i> |
| <i>Quarterly:</i> | <i>City Manager's Report</i> |
| <i>Monthly:</i> | <i>Program Activity Report (Included in Housing Advisory Board Agenda Packets)</i> |

Economic Development Department

4th Quarter, 2013

Carson Block Building CDBG Over the Counter (OTC) Grant Application –

Economic Development staff has received a letter from the State (HCD) inviting the City to submit a FINAL Application for \$5.1 Million OTC. HCD's history, once this letter has been sent, HCD funds the project. Just a few items have been asked for from the City to complete the Final Application.

Phase 1, the Roof will be completed this week. After State's staff approval, the Carson Block will begin Phase 2; reinforcing and retrofitting for Earthquake Safety, a new Façade including restoring to its historic grandeur.

Enterprise Zone -- During October, November & December, staff has issued over 119 Employee Hiring Certificates / Voucher applications and denied 5. Also, waived 36 Business License Fees to first time businesses.

Totals for the year 2013:

Total Approved Vouchers ~ 997

of Companies who submitted Vouchers 250

Average Hourly Rate ~ \$10.82

Total Approved Business License Waivers ~ 138

Business License Expedite Process – Has been Implemented! Economic Development staff has worked with Finance to streamline the Business License Expedite Process. Finance staff will review the new business to see if they should receive a waiver and will issue it without having the business go to the 2nd Floor. This will eliminate one stop in the three stop process.

Economic Development Web Site – Staff has begun adding 'Business Friendly' concepts to the ED web site. Also added is a **NEW Business Highlight ~ Humboldt Herbals**. Humboldt Herbals was a successful Revolving Loan paid in full several years ago. After expanding to a larger space, they are expanding in many areas of product also. Go to: <http://eurekaeddevelopment.com/business-highlights/humboldt-herbals>

Last week we were informed from the State HCD that Vouchering for the old Enterprise Zone could continue until October 2014 for hires as far back as 2001. For additional information contact the ED staff. This may greatly impact our small staff.

Fisherman's Café project – Property Manager and ED Coordinator completed a New Request for Qualifications (RFQ). **Thinking 'outside the box'** on marketing the RFQ has been very successful. We have had **27 requests for RFQ packets** and have shown the site several times to those who have requested. The deadline to submit Proposals is January 31, 2014 at 5:00PM.

Revolving Loan Fund – ED Staff is preparing to market these loan funds again. We have worked with AEDC, RREDC and SBDC to get the word out, The City of Eureka has low interest loan funds totaling \$380,000 at 3% interest rate, available to lend to qualified borrowers. These loans do have to be approved by the State, which does add time to the process. The ED Staff is encouraging the prospective new Waterfront Café proposers to consider utilizing these funds.

Eureka Art and Culture Commission – The December Meeting was held and several projects were discussed. The Sewell Gallery is exploring becoming a venue for live art; including Jazz and Symphony Music. Continued work is being completed to overhaul the Recycling Bins and have Artists paint them, also working with Parks & Recreation staff to complete this project.

Business Outreach and Visitation Program Development - Staff is exploring redirecting Business Outreach to a much larger audience on a regular basis; involve City Council in the outreach, to reach businesses who may not know the benefits of being located within the City of Eureka and to give businesses an opportunity to interact, including a quarterly email blast of current and pertinent business information.

Economic Development City Policy and Plan Development, including integrating ED Strategy – Continue to supply support and professional insight into the development of a Strategic Plan for the City of Eureka.

Foreign Trade Zone: Staff is beginning to work on the FTZ annual report. Staff will also create a Marketing Campaign for the FTZ to assure that anyone who utilizes international trade knows of the Zone benefits. It is important to keep the FTZ ‘alive’ for the future opportunities which might arise with the Port, but currently the FTZ is underutilized.

Target Employment Area (TEA) Update – With the NEW TEA completed, staff is working on finalizing the new street listing. The New TEA has been approved by the State and staff is preparing to post on our web site.

Upstate California Economic Development: There was a meeting in December staff was unable to attend.

The Railroad Alternative Route Pre-Feasibility Study – Staff and our Consultant, Hull and Associates, are getting ready to wind down the CDBG Planning and Technical Grant. A final report will be written and submitted to the Council and State. There is a lot of continued excitement for future opportunity, transportation options for manufacturing businesses.

Humboldt Bay Tourism Center (HBTC) - Staff is working with SBDC, RREDC to assist the HBTC create a transparent financial system, to enable HBTC to market themselves to the community, other agencies and prospective partners, to grow to the next phase. HBTC has recently been the recipient of the

Eureka Redevelopment Successor Agency – Completed the City’s Long Range Property Management Plan (LRPMP) and submitted ‘The Plan’ to the Department of Finance. Department of Finance has requested additional information from the City.

Memo

To: Michael Knight, Interim City Manager
From: Paul Rodrigues, Finance Director
Date: December 31, 2013
Re: Finance Department Quarterly Status Report

The following activities and accomplishments took place in the Finance Department during the months of October through December 2013:

Sales Tax Revenues: Sales tax totaling \$1,799,011 was received during the quarter ending December 31, 2013. This amount represents a 2.7% cash basis increase compared to the same quarter last year.

Transaction and Use Tax: TUT totaled \$513,080 for the quarter ending December 31, 2013. This represents a 7% cash basis increase compared to the same quarter last year. Effective April 1, 2011, the "Measure O" TUT was implemented. The City received \$1,031,637 on the cash basis during the quarter ending December 31, 2013, representing a 4.1% cash basis increase compared to the same quarter last year.

Finance Advisory Committee: The FAC held no meetings during the months of October through December 2013. Current FAC projects primarily consist of City budget policy recommendations, as well as providing oversight of the Measure O funds. It is anticipated that the Committee will perform their annual review of Measure O expenditures in the upcoming quarter.

Annual Financial Audit: The firm of Moss, Levy & Hartzheim was selected to perform the City's audit for the June 30, 2011 through June 30, 2013 fiscal years. They performed preliminary fieldwork in July and December, and will return to complete their fieldwork later in January.

Budget: As the new calendar year begins, staff anticipates kicking off the 2014-15 budget cycle by beginning the 2013-14 mid-year budget review, which staff anticipates bringing to the City Council in the upcoming quarter.



Humboldt Bay Fire

Fire Wire Quarterly Report

HBF represents the cooperative consolidation between Humboldt Fire District and the Eureka Fire Department

Our Mission:

Committed to community service through leadership, vision, and integrity.

Fire Chief's Message

Welcome to this quarter's edition of our newsletter. As we begin 2014, 2013 closed on a very busy note for us with a number of structure fires occurring not only within our jurisdiction, but also within Humboldt County. I mention the fires in the County as they affect us as well due to our mutual aid and automatic aid agreements with other fire departments within Humboldt County. Through these agreements we send our fire equipment and crews to other jurisdictions to help them out and at the same time, when we have a structure fire we receive help from them. This was the case in the early morning hours of December 16th when we had three Victorian residences on fire at the same time on Myrtle Avenue. There you would have seen fire engines not only from Humboldt Bay Fire, but also from Arcata at the scene and fire engines from Loleta and Fortuna covering our stations. This emergency escalated to three alarms and required the response of five engines, a truck and numerous Chief Officers from our department alone totaling approximately 28 personnel. As you are aware we respond to all types of emergencies and it is normal to receive additional emergency calls for help at other locations

while we are fighting a fire, as was the case that morning with a vehicle fire and several medical emergencies.

Recently Arcata had a fatal fire in a residence and we immediately sent two of our engines to the scene to assist with the initial response. This sharing of resources between fire departments occurs every day all over the United States through mutual aid agreements, and is essential in our ability to maintain coverage in our own community when our apparatus are committed at a large fire.

Speaking of residential fires, our main goal after saving lives is to protect and save property. When we respond to a fire our first priority is to make sure everyone is out of the house. We conduct what is known as a "primary" and "secondary" search for occupants. The primary search is done very quickly to verify that everyone is out while the firefighting operations begin. The secondary search occurs later and is more methodical and in-depth to confirm no one was in the structure. After confirming no one was inside and while the firefighting operations are in progress, our crews are also working to protect property. This involves gathering items within rooms, placing them in the



Fire Chief Ken Woods

center of the room or against a wall and covering those with large tarps, or what we refer to as "salvage covers". This protects personal belongings and furniture from falling debris, smoke and water. Many times during the course of the fire fight it is necessary to cut holes in the floors, walls and ceiling in order to expose where the fire has traveled and to fully extinguish it. Fire travels through voids and hidden spaces and these must be "opened up" in order to make sure all of the fire is out.

Though we hope you never experience a fire in your home there are some things you can do beforehand to help minimize the damage and prepare for the aftermath. These include:

1. Check your smoke alarms and replace the batteries twice a year.
2. Have a working fire extinguisher available.
3. Practice emergency exit drills so that everyone

Chief Ken Woods

knows what to do and where to go in the event of a fire.

4. Know where your purse, wallet and keys are so they can be easily retrieved.
5. Maintain a current inventory of what is in your home as this will help with the insurance process.
6. Verify that your insurance is current and provides the necessary level of coverage required.
7. Back up your computer. With so much now being stored electronically it is important to back up your computer on a regular basis and store a copy in a safe location such as a safe deposit box or at work.

As we begin 2014 we hope you never experience a fire in your home or business and want you to know that your fire department will do everything it can to protect life and property, and there are things you can do before a fire to help minimize the loss and disruption to your lives. If you have further questions we are always happy to speak with you and provide answers to any questions you may have.

We hope you have a prosperous and peaceful 2014.

Fourth Quarter 2013

Inside this issue...

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2013 4th Quarter Response Statistics

Structure Fire Response—25

Vehicle Fire Response—5

Rubbish/Outside Fire Response—76

Medical Aid Response—852

Extrication/Water Rescue Response—2

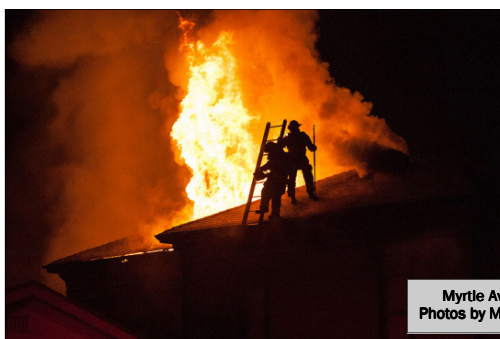
Other Response—422

Total—1,382

2013 TOTAL—5,380



Coast Guard Way, Dec 2
Photo by Gary Stone



Myrtle Ave, Dec 16
Photos by Mark McKenna





Trash and Weed Abatement

As many people know, California is prone to wildfire in many of its areas. Although it is winter, grass and brush will still burn. It's not likely to see grass or brush fires in our area this time of year as the humidity is too high; what is likely is that it creates access problems for public safety, potential for damage from wind storms, and it is a violation of the *California Code of Regulations Fire Code* to maintain a property with combustible waste material.

California Fire Code, Chapter 3 - Precautions Against Fire, Section 301, identifies that no person shall permit any fire hazard to exist on premises under their control, or fail to take immediate action to abate a fire hazard when requested to do so by the enforcing agency. The section goes on to define what a "fire hazard" is. A "fire hazard" is a condition that will increase or may cause an increase of fire to a greater degree than customarily recognized as normal by persons in the public service of preventing, suppressing or extinguishing fire: or

which may obstruct, delay, or hinder response. In other words, tall grass, overgrown brush, trees with limbs too low can hinder emergency vehicles from accessing locations and deploying equipment in a timely fashion in the event of an emergency.

Not only do we receive calls about overgrown vegetation at Humboldt Bay Fire, we also respond to calls about accumulation of trash and waste materials. Trash and waste materials are not only a fire concern but a health concern. Piles of trash or waste attract vermin which can carry disease. If you have locations that are of concern within the Humboldt Bay Fire Authority response area, please give us a call at 441-4000. The information we need to evaluate if a hazard exists is, location of the hazard and the type of hazard (vegetation, trash, debris, access) being reported.

After receiving a report of a hazard, we will respond to determine if there is a hazard as defined by the fire code and issue a case number to begin the process of abating the issue. The

abatement process can take up to several months to complete through the administrative steps that are required. It is our intent to work with the property owner but also achieve compliance to ensure a safe community.



If you have any questions or would like to report a trash or weed issue, please contact Humboldt Bay Fire at (707) 441-4000.

Renaming and Deployment of the HBF Fire Stations

Over the last two years the City of Eureka Fire Department and Humboldt #1 Fire District have undergone consolidation to become Humboldt Bay Fire Authority. As part of the new agency, a new identity has been created including a new color scheme for apparatus and staff vehicles, patches, and renaming of the organization's stations.

Formerly each agency had individual Headquarters Stations. They have been merged and all administrative personnel are under one roof. The Administrative Offices are in the building at 533 C Street. The name of this building, formerly the City of Eureka Fire Department Headquarters is now known as Humboldt Bay Fire Authority Station 1. It houses all of the Administrative personnel for both the City of Eureka and Humboldt Fire District #1, which still exist as parent funding



agencies in the consolidation. Station 1 also has a front line fire truck that is staffed 24 hours a day, seven days a week by four personnel. There is also a Battalion Chief that responds in an Incident Command Vehicle to all rescues and fires. That Battalion Chief is responsible for the coordination of the day-to-day operations of the department. Station 1 also has a reserve fire truck, reserve fire engine, hazardous materials response truck, and a California Office of Emergency Services Urban Search and Rescue trailer with specialized equipment for structural collapse and rescue.

The former Humboldt Fire District #1 Headquarters located at 3455 Harris Street is now Humboldt Bay Fire Authority Station 5. This station houses a front line fire engine with three personnel 24 hours a day, every day. Station 5 also is now the home of a reserve fire engine and Humboldt Urban Search and Rescue Team Truck. The station at 755 Herrick St., which had been Humboldt Fire District #1's Station 12, will be known as Humboldt Bay Fire Authority Station 2.

Battalion Chief Chris Emmons

Station 2 houses a frontline engine and a reserve Wildland Engine.

At the corner of Henderson Street and Ocean Avenue, (2905 Ocean Avenue), Humboldt Bay Fire Authority Station 3 houses a front line fire engine and reserve water tender. Humboldt Bay Fire Authority Station 4 can be found at 1016 Myrtle Avenue, across from Burre Center. That station houses a front line fire engine and reserve fire engine.

The engines at Humboldt Bay Fire Authority Station 2 and Station 5, being the most rural fire stations in the Humboldt Bay Fire response area, are Advanced Life Support engines with Paramedics staffing them. Station 3 and Station 4 may, at limited times, have Paramedics on duty. The staffing deployment is done to maintain the best possible service to the citizens of Humboldt Bay Fire. We welcome the public to pay a visit to any of our stations and meet Humboldt Bay Fire's Firefighters.

CPR and First Aid classes, call (707) 441-4000 to register

CPR and AED for Adults, Children, and Infants 4 hour class - \$20

January 14, 2014, 6:00 p.m.
January 28, 2014, 6:00 p.m.
February 11, 2014, 6:00 p.m.
February 25, 2014, 6:00 p.m.
March 11, 2014, 6:00 p.m.
March 25, 2014, 6:00 p.m.
April 8, 2014, 6:00 p.m.
April 22, 2014, 6:00 p.m.
May 13, 2014, 6:00 p.m.
May 27, 2014, 6:00 p.m.
June 10, 2014, 6:00 p.m.
June 24, 2014, 6:00 p.m.

BasicPlus CPR, AED, and First Aid for Adults 8 hour class - \$40

January 11, 2014, 8:00 a.m.
February 8, 2014, 8:00 a.m.
March 8, 2014, 8:00 a.m.
April 12, 2014, 8:00 a.m.
June 10, 2014, 8:00 a.m.
July 12, 2014, 8:00 a.m.
August 9, 2014, 8:00 a.m.
September 13, 2014, 8:00 a.m.
October 11, 2014, 8:00 a.m.
November 8, 2014, 8:00 a.m.
December 13, 2014, 8:00 a.m.
January 10, 2015, 8:00 a.m.

Anniversaries & New Hires

Anniversaries:

Volunteer Art Pope, 41 yrs (October)
Captain Mike Bakke, 30 yrs (October)
Captain Chris Kemp, 23 yrs (October)
Captain Patrick Lynch, 13 yrs (October)
Engineer Michael Landry, 10 yrs (October)
Chief Ken Woods, 5 yrs (October)
Firefighter Don Penn, 5 yrs (November)
Volunteer Adam Bumgardner, 1 yr (October)
Volunteer Keith White, 1 yr (October)

New Hires:

Firefighter Kyle Brown, (October)
Firefighter Chris Alexander, (October)



Firefighter In Focus

I grew up in West Covina, CA thirty minutes outside of Los Angeles, where my family still resides. My mom, Shelly, works nearby at a local community college in the financial department and my dad is a newly retired Los Angeles County Sheriff. I have an older sister, Roshel, who is a Doctor at USC/ Los Angeles County Medical Center.

I was assigned a career project in my eighth grade English class where I had to pick an individual from a career field, interview him/her about the various aspects of the job and write a report. I chose to interview my Uncle Steve Egbert, a now retired Firefighter for the City of Glendale in



the Los Angeles area. My Uncle's stories always interested me growing up and so I saw this as the perfect opportunity to learn more about the firefighter profession. I came away from this project with a better

understanding and the new goal of becoming a career Firefighter.

I left home when I was eighteen years old to attend Cal Poly San Luis Obispo. I fell in love with the San Luis Obispo area a few years prior when my sister began school there. My major was Forestry and Natural resources with a concentration on Wildland Fire and Fuels Management. During my junior year I began working as a Paid Call Firefighter with CAL FIRE/San Luis Obispo County Fire

Firefighter Brett Egbert

Department. I graduated from Cal Poly in December 2012, but stayed in the area for another two years where I continued to work for the fire department and gain valuable experience.

In April 2012, I was hired as a Firefighter with the Eureka Fire Department, now Humboldt Bay Fire, which fulfilled my goal set 11 years prior. I was hired with fellow Firefighter Ryan Booth, who is now one of my good friends. Upon being hired Ryan and I underwent a six week fire academy and then a 12 month probationary period where we were tested regularly to insure our competency. Once off probation, I sought to get onto one of our department's specialty programs. I enjoyed swimming in high school and decided to tryout for the water

rescue team and successfully passed. I enjoy the new challenge and continue to strive to be the best swimmer and firefighter I can be.

Recently, I bought my first home and have been enjoying getting settled and making it my own. In addition, I enjoy going fishing and duck hunting making this the perfect area for me! Moving up to this area has proven to be a great decision. Prior to the move I didn't know a single person up here, but it turned out to be a much easier transition for me than expected due to the family atmosphere of Humboldt Bay Fire. I have enjoyed my time here so far with HBF and look forward to many more years to come.

Lockable Key Boxes (Knox-Box®) Battalion Chief Ed Laidlaw

The recent Building and Fire Code adoption process has prompted questions regarding the requirement of lockable key boxes (Knox-Box®). Knox-Boxes® are a *proprietary, highly secure, lockable key box* intended to provide access for *fire personnel* to buildings in the event of an emergency or non-emergency incident. All Humboldt Bay Fire personnel, while on apparatus, have the ability to access Knox-Boxes® within our jurisdiction. The mechanism to access Knox-Boxes® within our jurisdiction is proprietary to only Humboldt Bay Fire. Knox-Box® access is specific to the fire department having jurisdiction of your building. Knox Boxes® are mounted on the exterior of the building usually near the building's address entrance. Specific Knox-Box® location information is maintained by Humboldt Bay Fire to identify buildings and prevent unnecessary damage to gain entry in the event of a response. Buildings are also provided with notification stickers on the building's address entrance.

The California Fire Code and City of Eureka Municipal Code requires Knox-Boxes® be installed for immediate access when necessary for life-saving or fire-fighting purposes in buildings. Approved key boxes (Knox-Box®) shall be installed in new buildings equipped with fire alarm systems, fire sprinkler systems, elevators, and/or as

required by California Fire Code section 506.1. Key boxes (Knox-Box®) shall be installed in existing buildings where *new* fire alarm systems, fire sprinkler systems, and/or elevators are installed, or as required by California Fire Code section 506.1. Although the requirements are for *new* buildings, and *new* installations, we highly encourage building owners/ occupants to explore installing Knox-Boxes®. If afterhours access is needed by fire personnel due to a reported incident, forced entry damage (which is highly avoided) could far exceed the installation cost of a Knox-Box®.

Knox-Boxes® are available in four varieties and nine specific models. Models are available in differing sizes and mounting options based on each building occupant's need. Knox-Boxes® can be part of a building's alarm system to notify the building occupant/owner when the Knox-Box® is accessed. Knox-Boxes® can only be purchased through the Knox-Box® company and are specific to the fire department having jurisdiction of your property.

If you have questions, please contact Humboldt Bay Fire's Prevention Bureau or go to the Knox-Box® web site (www.knoxbox.com) for further information.

"Share the Magic of Christmas" Toy Drive Firefighter David Terry

Humboldt Bay Fire kicked off our annual "Share the Magic of Christmas" Toy Drive at The Bayshore Mall on Nov. 29, 2013. Firefighters escorted Santa Claus through the mall to Santa's Pavilion where children had the opportunity to have their picture taken with Santa Claus and local firefighters. We also staffed a crew at the Humboldt Artisans Craft Fair where we received a generous outpouring of donations from the local community. We partnered with numerous local businesses who acted as drop-off locations for toy donations.

Our Toy Drive is the oldest and longest running toy drive in Humboldt County. Firefighters began in the 1920's by collecting and fixing old toys for local, underprivileged children. Using their own money on their days off, firefighters collected broken bicycles, dolls, etc. and refurbished them to like new. This tradition has continued to grow ever since and we now partner with The Salvation Army to distribute toys to children in our community that may not otherwise receive a new toy for Christmas. This event continues to be funded by firefighters from their own pockets as well as through generous support and donations from local area businesses and citizens. All the toys collected are distributed to local

children in Humboldt County. We were able help over 600 Families this year! This event provides an opportunity for citizens and firefighters to "Share The Magic Of Christmas" and do something positive for local children.

We also accepted cash donations for the "Santa for Seniors" program. All funds collected through this program go to help support the Humboldt Senior Resource Center's "White Bag" Program. This great program provides local Senior citizens, many of whom have little to no contact with others, with a holiday bag that has been decorated by local school children. The bags are filled with treats for the holidays as well as a warm, nutritious meal. We were able to raise over \$1,400 this year which went to support 432 local seniors.



We would like to thank the community, our local business sponsors and all of our generous supporters.



Humboldt Bay Fire
533 C Street
Eureka, CA 95501

PAULI-HARBOUR INSURANCE SERVICES INC.

HEALTH & LIFE

Jeff Pauli — CA Lic. #0E27883

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City of Eureka
Parks & Recreation Department
Fourth Quarter Activity Report
October-December, 2013

ENVIRONMENTAL PROGRAMS

Staff is working with consultants on all three phases of the Waterfront Trail. The special studies required for CEQA and NEPA are starting to be developed for Phase A (Truesdale to Del Norte) and Phase C (Tydd Street to Adorni). The documentation will allow staff to move forward to develop plans and construction specifications for those sections of the Waterfront Trail. For Phase B (Del Norte to C Street), CEQA is already complete. Plans and specifications for this section of the trail are over 75% complete and should be finalized by mid-2014. Funding has been secured for all environmental and design work necessary to complete the Waterfront Trail. A majority of the construction funding necessary for Phase A has also been secured. Parks and Recreation staff is researching grant opportunities in order to secure the funding necessary for Phase B and C construction.

Acquisition of the McKay Track Community forest is moving forward. The City is actively involved assisting the County and developing guidelines for the future partnership. All technical studies being developed to assess the property and purchase should be finalized by early January 2014. Another public meeting is tentatively scheduled for the end of January or early February 2014.

HARBOR & MARINA

The Harbor division was busy during the quarter as the recreational boating season came to an end and the commercial crab season began. Harbor staff made preparations for the upcoming winter months by installing extra cleats, and repairing rub and whaler boards at the marina. Pedestal lighting was repaired along all docks and receptacles were inspected. The flashing navigation beacons were re-lamped and repaired on both K and C docks. All docks and launch ramps were pressure washed as the Sport Crab season opened in early November. New flooring was installed in our Tenant facility that is non-slip, and anti-microbial giving the facility a face-lift. New gutter downspouts were installed on the Wharfinger Building and tenant's restroom. Some supplemental painting on the Wharfinger Building took place in December to address some peeling fascia boards.



As the Commercial crab season approached, crab gear began to come in steadily. The gear storage quickly filled up with crab pots as the commercial opener approached. Staff repaired the on demand boiler system at the terminal to assure a warm facility for the fishermen and crews. Organization of the large amounts of crab gear was crucial, as staff worked together with the captains and tenants to maximize efficiency. Several light fixtures were repaired on the dockside of the

building that needed new photocells. Service to the 5 ton capacity hoist was performed as it was inspected and greased.

The boardwalk was pressure washed and the missing tiles in the compass at F Street were replaced. Harbor staff spent several days removing the tire skid marks from the world map on C Street. The bark planter from the C Street water sculpture was removed and pavers were installed. This will keep the bark from entering the water pump and fouling. Staff has worked diligently on keeping the new Hikshari' trail clear of debris. Two new doggie waste dispensers were installed along the trail. Harbor staff worked on the Del Norte fishing pier including a huge clean up of the adjacent park, removing several loads of debris and shopping carts.

Wharfinger Building

A total of 14 events were held at the Wharfinger Building in October. City Sponsored meetings/workshops made up 3 of the 9 Great Room events. The other Great Room events included the CASA Kids Walk luncheon, an annual church service and a memorial service. Our number of reoccurring events in the Bay Room has increased with 3 of the 4 Bay Room events repeating monthly. The Yacht Club hosted one meeting this month.

November was a very active month at the Wharfinger Building. 16 events were held in the Great Room including 3 City Sponsored events, meetings, a birthday party, wedding and the Yacht Club annual Flag Officers Dinner. In addition to the other events in the Great Room a memorial with Full Military Honors was held. The 13 events held in the Bay Room mainly consisted of business meetings but did include a Baby Shower and Birthday Party.



As always December is a festive month at the Wharfinger Building. This year six organizations hosted holiday parties at the in the Great Room. Hospice of Humboldt also held their annual Light Up A Life celebration this month. Several business meetings took place in the Bay Room along with a 60th Birthday Party.

FACILITIES MAINTENANCE

The facilities staff accomplished quite a few work orders and responded to several emergency situations during the quarter. At HBF Headquarters, staff replaced several "hot start" chords that were damaged on the apparatus floor. A new door to the roof access for the HVAC system was installed replacing the old rusted out door that leaked. Water valves and handles were replaced in the locker rooms. Painting of both EPD and HBF headquarters began in late November. Both buildings were prepped, primed, and painted with great success. Staff worked with personnel from both departments to accomplish the painting and have the least amount of intrusion on these important services. Staff installed a new high efficient boiler system at EPD. This included new plumbing and venting for the new on demand boiler. Two new thermostats were installed and plumbing repairs were made in the kitchen.

At City Hall, staff removed several truck loads of stored material to accommodate the new shelves and cabinets for Engineering. Staff reconfigured the existing storage area including adding some light fixtures. In the Council Chambers, John Adams finished the construction and installation of the countertops along the West wall. They include a slide out storage for tables that conceals them when not in use. In late December, the 3rd floor remodel began which involved facilities staff to relocate staff workstations and install temporary outlets and network.



A blown gas line was repaired at the Municipal Auditorium which enabled gas to the entire building. Approximately 80 feet of new line was plumbed in. Staff constructed a new shed to house the compressor at the Water/Sewer building. Facilities crew assisted in moving the data and phone lines to the new building from the existing which required some trenching and new conduits. Carpentry staff also repaired roof venting and laid new shingles on the Streets paint shop building.

The electricians installed several new lighting fixtures at the parks yard. At the zoo, they installed several new heat sources to upgrade the new Bush Dog exhibit converting the old bear night house. Several adjustments were also made to the Aviary heat lamps to keep the birds comfortable during the excessively cold December. They installed a new power pedestal at the foot of T Street to repair lighting issues along the Samoa bridge and adjacent trails.

Staff was kept busy with special events which included the Veteran's Day celebration and the annual Trucker's Parade. Facilities and Harbor staff worked together to hang tree lights in Old Town for the tree lighting ceremony. Staff responded to multiple emergency call outs for service at traffic signals including three knockdowns.

PARKS

In addition to regular maintenance at the Sequoia Park Zoo, the Parks staff assisted the Zoo staff with clean-up projects prior to the annual "Boo at the Zoo event. A number of windstorms earlier in the month dropped a significant amount of tree debris throughout the Zoo's walkways and turf areas. All areas were cleared in time for the event and added to the event's success.

The SWAP crew weed-whacked the vegetation along the railway right-of-way across from Halvorsen Park. They also painted over graffiti on the retaining wall that runs along the railway right-of-way. Clara Mayberry Park's gate was replaced after being destroyed by vandals.

Additional "No Smoking" signs were installed in all City Parks making clear upon entering the park that smoking is not permitted. Signage previously posted that had been vandalized was replaced with new signs as well.

Cooper Gulch Park Men's Restroom was vandalized. A portion of the bathroom stall was kicked off its frame. Park & Recreation staff replaced the partition and straightened the rail frame.

Hedges at Highland Park were trimmed and area was prepared for the winter. Eureka Little League continues to work on the ball fields and storage unit at Highland Park. Two adult tote swings and two “tot” swings were replaced including new hardware at Ross Park.

City Street tree well grates began to be removed and fill dirt added to bring the tree wells up to grade. The project began on 5th Street and will continue through January 2014.

Trees were trimmed along Glatt Street for traffic clearance and attractive appearance. Tree trimming also began in the Old Town area. The Old Town tree trimming began on 2nd Street and will continue through January 2014.

Parks staff assisted Eureka Main Street and Henderson Center Merchants in preparing for December holidays. Staff readied the Gazebo in Old Town and Clark Plaza for decorations by removing debris and fallen leaves. Staff also installed new banners in Henderson Center provided by the Merchants.

SEQUOIA PARK ZOO

Two male Bush dog brothers arrived from a zoo in Florida and are in quarantine. Bush dogs are rare in zoos, and these are the only Bush dogs on the West Coast. They will move to the old bear grotto when through with quarantine.

A new rabbit was introduced to the Barnyard rabbit exhibit and pair of beautiful junglefowl were added to the flock of Barnyard poultry. Junglefowl are the original species that modern chickens were domesticated from.

Rough grading of the new otter exhibit continued, and the new underground utilities have been laid. The Watershed Heroes project is progressing on time, but more fundraising to complete the entire project is needed and fundraising is ongoing.

Outreach presentations at Freshwater School about zoo careers was given to 7th and 8th graders.

RECREATION DIVISION

Youth Programs

The John Ryan Youth Center After School Program

The Ryan Center After School Program welcomed a new coordinator this quarter. The new team has been focusing on re-vamping some systems as well as continuing to strengthen already established systems.

The Ryan Center offered fun, educational and enriching activities throughout the quarter focusing on various themes including “Raiders of the lost ART!”, “California Adventure,” and “Winter Wonderland.” The Ryan Center continued its successful partnership with the Humboldt County Office of Education’s Harvest of the Month Program, which offers youth nutrition education. Harvest of the

Month even donated a Food Processor to the Ryan Center to be able to create food dishes they wouldn't normally be able to create.

The Roller Skating Program

Roller Skating continued to rise in popularity offering a fun program on Fridays and Saturdays that the entire family can enjoy. The Roller Skating Program's P.O.W. (party on wheels) program also continues to see success, with one getting booked virtually every weekend.

After School Programs

The City of Eureka continued on with its 13th consecutive year in partnership with Eureka City Schools. Over 500 youth per day were engaged in safe, supportive and educational environments, receiving homework assistance and participating in a variety of enriching recreation activities. The A.S.P. focused heavily on finalizing and securing staffing for the after-school programs as well as training. Eureka Recreation held its beginning of the year All-Staff Training at the John Ryan Youth Center. This five hour training consisted of over 50 of the recreation staff who work at each of the Eureka City School Sites. Recreation staff learned and strengthened their skills in policy and protocol, homework classroom management, tangible leadership skills, group game facilitation, physical and emotional safety, and behavior guidance as well as communication skills both with youth and with members of their team.

This quarter also saw the opening a new after-school site at Winship Middle School. This new program site serves 34 students at Winship Middle School where they engage in an hour of academic support, followed by enrichment activities. This program is also building towards having an environmental education element due to the large community forest that sits on the sites property.

G.U.L.C.H. Teen Recreation Program

The G.U.L.C.H. had a very exciting and eventful fourth quarter! Staff began preparing for the Fresh Voices Teen Singing Competition in October. KMUD came to several practices for a story on the competition and was able to obtain sound bites from all participants showcasing their vocal abilities as well as interviews with the program coordinator and a few teens. The G.U.L.C.H. also enjoyed Halloween fun with local make-up artist Taylor Depew teaching a workshop on zombie make-up.

Energy in November was devoted to the singing competition on November 15th at the Municipal Auditorium. The program coordinator visited local radio stations to promote the competition and invite the community to check it out. Several businesses generously donated prizes and décor to transform the Muni into a special event complete with a red carpet and photographers. Supporting businesses included: Blue Lake Casino, Humboldt Limousine, HSU Jacks Basketball, Living the Dream Ice Cream, Pierson Building Center, Sun Valley Floral Farms and the Meyer in the Morning radio show. There were over 100 people in the audience to cheer on the 15 teens competing in this first ever competition. The overall competition was a huge success with plans to expand in the future.

Teens began working on their "Trash Talk" poetry pieces for the upcoming Community Park Clean-Up at Cooper Gulch on January 25th. The teens have the opportunity to perform original poetry about the pollution and the effects on the community. In addition to poetry, teens are hard at work on art pieces for the upcoming February Arts Alive at the Adorni Center. Ellis Arts and Reid's Crafts donated art supplies for this exciting exhibition. The theme for the art is love and what it represents to each individual artist. A calendar of events for 2014 is ready for release when the program resumes in January.

Special Events

The Recreation Division held its 38th Annual Halloween Carnival. This year the City of Eureka continued to foster the relationship with Humboldt State by inviting a group of students from the Recreation Administration Department to help develop and run the Halloween Carnival. This year's carnival theme was "Funopoly" with all carnival games and booths being a life size version of various games such as Candy Land and Jenga. Dana Hall, aka The Burly Man, from Cool 105.5, donated his deejay services to help keep the party rockin' and to announce the raffle prize winners. Raffle items came from various local businesses including: Ultimate Yogurt, Philly Cheese Steak Shoppe and The Banana Hut.

"We have come every year for the last four years. It keeps getting better and better each year. Thank you!"

-Halloween Carnival Participant

Birthday Party Packages

Birthday Party Packages are increasingly becoming more popular every month. Parents are grateful for the indoor birthday venues as well as the "wonderful and energetic" birthday hosts that run the parties. Adults are also enjoying these celebration packages with the first company Christmas Party being held in December. Program coordinators are hard at work adding new and exciting party theme options for the upcoming quarter and will be looking for new ways to engage the adult demographic with themes for more mature participants.

F.U.N. Play Center

During this last quarter F.U.N. Play Center participants took part in activities that explored textures through sensory activities, emphasized fine motor skills, encouraged group cooperation, and improved hand-eye coordination. These activities included Ziploc bags filled with paint for children to squeeze and make shapes with, sensory exploration using cooked spaghetti noodles infused with Halloween colors, making handprint turkeys, team building group games such as passing bean bags around during Circle Times. Staff incorporated more activities into Circle Time, including a clean-up song, story time, and group activities such as parachute and bean bag games. Harvest of the Month continued to provide healthy snacks as part of a partnership to encourage the exploration of new foods in small children. Snacks included sweet potatoes, persimmons, and apple. The F.U.N. Play Center also continued its ongoing partnership with Food for People to offer children a healthy snack for the mid-morning time. Special guests this quarter included students and teachers from the Partners in Learning and Autism class through the Humboldt County Office of Education as a part of their attempts to expose pre-school age children with Autism to more social situations with normal functioning children. A nurse from St. Joseph's Health Care Systems also came to play group and spoke to parents about vaccines for small children. Participation was slightly lower than in the summer months due to regular school-year activities for preschool aged children resuming and fewer program days having been offered.

Hoopsters Youth Basketball

On Saturday, October 5th the Adorni Center hosted the 3rd Annual Coaches Community Workshop with featured speaker Humboldt State University's Men's Basketball Coach, Steve Kinder. Coach Kinder emphasized the importance of a coach's role and the different approaches to teaching basketball. After the presentation, players from HSU's Men's Basketball Team demonstrated drills and exercises that coaches can utilize at practice. The workshop concluded with a free throw contest



for coaches in attendance. A leather basketball signed by Coach Kinder and the HSU players present was given to the first place winner.

In November, the interview process began for coaches, assistant coaches, officials and scorekeepers for the upcoming 2014 season. A new program assistant was hired to provide program support on the weekend during games. With a background in coaching basketball and running youth tournaments, this new staff will be an asset.

At the Municipal Auditorium, the annual coaches' meeting/training was held on November 21st and had many new coaches in attendance. The training is designed to set the coaches up for success in the upcoming season. Each coach received a packet that included a manual on how to deal with safety protocol and behavior guidance. A copy of program forms, waivers, practice drill options and basketball terminology were also included.

Team assignments began in December for the 3rd-4th grade and 5th-6th grade divisions. Teams from both divisions have begun practicing for the first scrimmage game in January. There were also multiple trainings for official and scorekeepers in December. Team assignments will conclude in January and regular season games will begin.

Adorni Recreation Center

The Adorni Center had a lot of activity during the last quarter, including several events, new programming, facility improvements, and added equipment. A Pickleball Demo day was held at the Adorni Center in October to provide community members the opportunity to gain exposure to the game. The event was very successful and ultimately attracted new players during open gym hours. In October a Zumba-thon was held to raise money for Breast Cancer awareness and nine instructors participated in teaching routines as a part of the event. Many local business donated items for the raffle and Sun Valley Farms donated lilies to be given out to cancer survivors participating in the event. In partnership with the Eureka Dog Park Committee, the Adorni Center hosted Barks Alive!, a fund raiser to support raising money for the completion of the Eureka Dog Park. As a part of the event, artwork was dog themed and featured a variety of mediums, including photographs, water colors, and pet portraits. The event was extremely successful and brought in a good amount of funds for the Eureka Dog Park. A Zumba Master Class was held in November featuring Cecilia Mills, a Zumba Jammer based out of the Bay Area. The event drew over 50 participants and was a good time for everyone that attended. The Adorni Center put on its 37th annual Holiday Craft Bazaar which was very successful and attracted over 600 community members throughout the six hour event. New wall panels were installed in the women's bathroom which greatly improved the aesthetic and feel of the bathroom. A new laptop was brought in for the Adorni front counter to improve the use of RecPro, allowing members to sign in on the laptop while Rec. Aide staff input information into the other computer – a function that could not be done simultaneously with a single computer.

*The art displayed here is great!
Hope it continues!"
– Adorni Member*

Two new program changes were made to the Open Gym schedule this quarter, including "Have a Ball!" Sundays that included the addition of Volleyball and Pickleball to the Sunday schedule, increasing participation, and Pick-up Games for Professionals, which attracted a large crowd of participants and became very popular during the quarter. A new discount punch card system was established with new rates and privileges, including the use of the showers in the locker rooms. With basketball season underway, open gym participation increased for basketball. Pickleball had increased participation and grew significantly since the Demo Day that was offered in October.

Window covers were purchased for use during Pickleball to reduce glare on the courts, an improvement that was appreciated by many of the participants.

Fitness

The Adorni Center made several improvements to its fitness program during the last quarter, including the purchasing of two new treadmills and a stair climber, as well as several pieces of equipment being repaired and put back out in the gym for member use. Participation in fitness classes was overall slightly lower due to instructor illness, class cancellations, and holiday hours and is anticipated to increase during the upcoming quarter. Active membership totals increased slightly due to a membership special in October. Line Dancing remained a successful new addition to the class schedule and continued to show consistent numbers.

"The Adorni offers a wonderful array of equipment, classes, and great staff all around!"
– Adorni Member

In December, staff met with a representative from Cher-Ae Heights Casino to discuss offering a corporate membership for their employees through a payroll deduction.

The proposal is being reviewed by the casino.

Adorni Center Gym Rentals & Events

The Adorni Center was host to a variety of City sponsored events and one rental this quarter. St. Helena Hospital of Napa Valley hosted a two day event open to the public that included various health seminars on October 21st and 22nd. The hugely popular and successful Annual Recreation Halloween Carnival was held on October 31st, where attendees enjoyed various carnival games with the theme "Funopoly." On November 6th, Eureka Police Department hosted a Change in Command and Inspection Ceremony to

swear in the new Police Chief Andy

Mills. November 11th saw the

Annual Veteran's Day Event presented by the South West Rotary Club of Eureka. Attendees enjoyed speakers and music honoring all that have served and sacrificed for our country. Recreation held its 37th Annual Holiday Craft Bazaar on December 7th. The event attracted over 45 local artisans selling their handmade items and brought a remarkable 600 community members to the Adorni Center for this one day event. The last event of the year was the

City's annual Employee Recognition Dinner.



Facility Rentals – Municipal Auditorium & Parks

There were 11 events held at City Parks this quarter. Kennedy Ball Field hosted eight private rentals while Sequoia Park saw one. Humboldt Bay Firefighters held their annual fundraiser Bark in the Park, a dog friendly 5K run through Sequoia Park. Funds raised from this event were donated to a local animal shelter. The Humboldt Film Commission concluded its Movies in the Park series in October also at Sequoia Park and has expressed interest in returning next year.

Community Classes

Hip Hop Dance Crew, Tiny Tutus Beginning Ballet II and Adult Ceramics were a few of the community classes offered in the fourth quarter. Participants in Adult Ceramics made wonderful creations from bowls and plates to ornaments for the upcoming holidays. Preparations are underway for the upcoming Spring/Summer 2014 season with instructors presenting ideas for new classes or potential changes to improve existing classes. With the busy holiday season, participation historically drops this quarter as families are making holiday plans and preparations. In January a variety of new classes will begin including the popular soccer and dance classes.



Parks & Recreation Community Services and Visitor's Guides were distributed to over 4,100 students in addition to over 400 displayed at businesses throughout Eureka.

Adult Programs

Women's Volleyball

The Fall Women's Volleyball program began in September and concluded in mid-December. There were six teams in the A division and six in the B division, with a gain of one team since last fall. A league organization meeting was held on November 6th for the upcoming Winter/Spring 2014 season with registration. Registration began November 7th and concluded on December 5th with the first games held on January 20th.

Men's Fall Basketball



This year, the Men's Fall Basketball League was opened up to men 18 and over with a specific 30 and over division. The change has seen an increase in two more teams for the season. League games are held on Monday, Thursday and Friday nights. Preparations for the 2014 Men's Open League started with a league organization meeting on November 18th. Program registration ran from November 19th thru December 9th with games schedule to begin on January 16th. The 12 game season will conclude in May with a post season tournament for qualifying teams.

Personnel Department

Fourth Quarter
October 1 - December 31, 2013

WHAT'S HAPPENING IN PERSONNEL

Welcome to the Eureka Personnel Department's 4th Quarter Report! The Personnel Department consists of a Director, 2 Analysts (1 Senior) and a part-time administrative assistant. Together, we are responsible for management of the City's personnel administrative functions, including recruitment, training, benefits administration, worker's compensation, labor relations and contracts, PERS contracts, confidential employee records, City Classification Plan and amendments, new employee orientations, disciplinary actions, appeal processes and a variety of other programs, regulations, policies and procedures.

The Department continues to support the Council's ongoing strategic goals by developing and maintaining the workforce necessary to achieve the Council's objectives. We emphasize and value customer service skills, and work to cross-train our Department staff members so that any of us can provide assistance on nearly any Personnel topic. We strive to incorporate the best practices of the human resources profession together with the work ethic needed to accomplish our goals.

Highlights from our 4th Quarter include completing the Police Chief recruitment process, and continuing our efforts to implement the City Council's approved reorganization plan. We continued our ongoing recruitment process to assist our Police Dept. in filling key Police Officer and Communications Dispatcher positions, completed labor contract negotiations with 1 bargaining unit and continued negotiations with 1 other, continued training staff on implementation of the Affordable Care Act, and continued our efforts to implement scheduled recruitments and reclassifications associated with budgeted service alternatives and job vacancies due to retirement or resignation. The City strives to facilitate equal opportunities for all candidates in upholding the integrity of our recruitment process.

We continued to work on implementing health care reform legislation. Both health care and retirement/pension programs were the subject of recent significant legislative reform. As with any significant new legislation, there are a number of questions and uncertainties as agencies embark on implementation. We continue to do our best to keep abreast of the reforms, ensuring that our employees are offered all the benefits enacted through the new legislation, and making certain that the City adheres to all new requirements and limitations.

In November, the City offered a valuable two-part training course for our managers and supervisors on Supervisory Skills. Future training workshops in 2014 include topics on sustaining discipline, updates on the Firefighter and Police Officer Bill of Rights, managing marginal employees, employee leave rights, and an employment relations primer. All workshops are facilitated by employment law attorneys from the esteemed firm of Liebert Cassidy Whitmore, and are coordinated through the Humboldt County HR Consortium:

We in Personnel will strive to provide our employees with the support they need to continue providing high quality customer service to our citizens. We look forward to maintaining service levels and continuing to assist the Departments with all of their HR needs. Thank you all for your continued patience, support and hard work.

NEW HIRES IN THE 4th QUARTER THROUGHOUT THE CITY

A **BIG** welcome to:

City Council: Council Member Chet Albin

Office of City Manager: Temporary Assistant City Manager David Tyson

Finance: Office Assistant Cesar Murilla-Suvia, Accounting Specialist I Emily Hague

Fire: Firefighters Kyle Brown and Christopher Alexander, Fire Inspector Jenny Williamson

Parks & Recreation (Recreation): Anne Adams, Breanna Barton, Charles Benton, Erin Burke, Brit-tani Carrs, Rayna Chrisco, Paige Jefford, Holly Largent, Ashley Leslie, Richard Marks, Tiffany McCray, Josephine Murphy, Devon Nyborg, Ramona Ojala, Amber Rowe, David Sandeman, Isaiah Stark, Emily Trejo-Sypolt, Matthew Torres, Demetrius Williams

Police: Police Chief Andrew Mills, Police Officer Abraham Jensen

Public Works: Utility Worker Brian Hammer, Temporary Maintenance Worker I Ian Ivey

DEPARTURES

The following full-time employees have left service with the City, and we wish them and their fami-lies all the best:

- | | |
|-----------------|---------------------------|
| • Lance Madsen | Council Member |
| • William Panos | City Manager |
| • Jenifer Braud | Communications Dispatcher |
| • Karina Timmer | Communications Dispatcher |
| • Ethan Miller | Police Officer |

We would like to take this opportunity to send our deepest condolences to the families of two loyal employees who passed away this quarter.

- Senior Custodian Eddie Frizzell. Eddie was a dedicated employee who took every opportunity to assist his fellow employees during the thirteen (13) years he was employed with the City.
- Utility Operations Supervisor Gerald Sneed. Jerry worked at the Wastewater Treatment Plant and was a dedicated employee during his nine (9) years with the City. Jerry was an inspiration to many as he continued to work during his long illness.

Again, our deepest condolences to family, friends and co-workers. Eddie and Jerry will be truly missed.

NEW HIRES / SEPARATIONS

A total of **29** new employees were hired by the City, and **11** employees separated (including regular, temporary and seasonal employees).

SEPARATIONS

6 Regular Full-Time

5 Temporary

PERSONNEL ACTION (PA) FORMS PROCESSED

A total of **155** PA forms were processed during this quarter. Personnel issued **6** Personnel Action Forms & **76** Performance Evaluation Forms to the following Departments:

| <u>DEPARTMENT</u> | <u>PA'S</u> | <u>EVALUATIONS</u> |
|--------------------------|--------------------|---------------------------|
| • City Attorney Office: | 0 | 0 |
| • City Clerk Office: | 0 | 0 |
| • City Manager Office: | 0 | 1 |
| • Community Development: | 1 | 3 |
| • Engineering: | 0 | 6 |
| • Finance: | 0 | 2 |
| • Fire: | 0 | 23 |
| • Personnel: | 0 | 1 |
| • Police: | 3 | 24 |
| • Public Works: | <u>2</u> | <u>16</u> |
| | 6 | 76 |

Personnel received the following actions items for tracking and recordkeeping this quarter:

- **56** Regular Full /Part Time employees
- **93** Temporary Personnel Action Forms from all City departments
- **59** Volunteers were processed for Parks & Recreation
- **6** Volunteers were processed for Humboldt Bay Fire
- **28** Medical histories were processed for temporary employees
- **22** Parking Permits were issued to employees and visitors

RECRUITMENTS

EMPLOYMENT APPLICATIONS RECEIVED:

A total of **252** applications were received for various positions within the city which includes recruitments ongoing into the 4th quarter of 2013.

NEW EMPLOYEE ORIENTATIONS:

5 employees participated in the orientation process, which involves preparation of files and paperwork related to salaries, benefits and various legal documents. Also provided is Sexual Harassment training to all new employees, and when required, Mandated Reporter training and DOT training for employees required to have a class A or B license.

RECRUITMENT AND TESTING: Personnel has administered the following recruitments beginning October 1, 2013 (some are on-going):

- Accounting Specialist: A total of 391 “hits” and 56 applications were received . An oral board was held on December 6th for 9 candidates. Department interviews were held and an appointment was made for this position.
- Assistant Recreation Coordinator-RPT A total of 253 “hits” and 16 applications were received for this position. After screening 6 applicants were qualified and an oral board wasn’t needed. Department interviews were held and an appointment has been made for this position.
- Communications Dispatcher: The City’s website generated 95 applications for this position. A POST Entry Level Dispatcher Test Battery was held on Monday, November 4th at the Wharfinger. A candidate is in background. The City’s website is currently accepting applications for the next testing period. Communications Dispatcher is an ongoing recruitment.
- Infiltration & Inflow Manager– A total of “441” hits and 13 applications were received. After screening 4 applicants were qualified and an oral board was not necessary. Department interviews have been scheduled.
- Maintenance Worker-Parks RPT– A total of “553” hits and 61 applicants were received for this position. An oral board was held November 15th for 10 candidates. Department interviews were held and two people have been hired for the department.
- Police Chief: Andrew Mills our new Police Chief for the City of Eureka has been hired. Andrew Mills comes to us from San Diego. Welcome Chief!
- Police Officer: The City received 46 applications during our continuous recruitment program. A new eligibility list has been established and sent to the Police Department. An oral board was held on November 3rd. One new officer has been hired and one is currently in the process. Police Officer is an ongoing recruitment. An oral board will be held on January 26 for 12 new applicants.
- Police Records Specialist: A total of 520 “hits” and 19 applications were received for Police Records Specialist. An oral board was held on Friday, November 1st. An appointment was made for this position and the department has an eligibility list.

Recruitments *(continued)*

- Senior Maintenance Worker-Closed Promotional – One application was received for this position and the department has made an appointment.
- Senior Utility Worker-Closed Promotional – Two applications were received for this position and the department has made an appointment.
- Traffic Engineering Analyst-Closed Promotional – Two applications were received for this position and the department has made an appointment.
- Utility Worker: 582 “hits and 58 applications were received. An oral board was held October 4th. The department has made an appointment and has a current eligibility list.

**REORGANIZATION OF CITY DEPARTMENTS
APPROVED WITH FISCAL YEAR BUDGET**

As a component of the adopted FY 2013/14 City budget, the City Council approved a reorganization involving several City departments and positions, which when complete will result in the most comprehensive modification of the organization in many years. Consequently, the Personnel Department has been busy with the many facets involved in a reorganization of this magnitude. In part the reorganization is the final step in full implementation of the Koff and Associates Classification and Compensation Study completed in 2006.

The Koff study included several recommendations, including integration of the Building Division into the Community Development Department, and separating the Parks and Recreation division from Public Works creating a new Parks and Recreation Department. With Council approval, the City Manager appointed Miles Slattery as the new Parks and Recreation Director. The new department will encompass Parks Maintenance, Recreation, Harbor/Marina, the Fisherman’s Terminal and the Zoo. A third Koff recommendation was to move the Engineering Department to Public Works under the Public Works Director, in which the City Engineer becomes the division manager. Upon recommendation of the City Manager, the Information Technology (IT) division of Finance was moved to the City Clerk’s office under the direction of the City Clerk.

Implementation began July 1 by allocating the final portion of the Koff & Associates salary study for the Unrepresented employees. Following the revisions to the salary schedules, the reorganization of departments began in earnest and several employees have been assigned additional duties during this process. Employees currently working out of class are receiving 10% out of class pay in accordance with City policy.

In addition, the reorganization created several new positions. The Personnel Department is currently working on a job analysis for each new position created by the reorganization as well as those that may become affected by it. From this analysis, we are able to properly and accurately prepare class specifications and salary placement for Council approval.

Reorganization Current Projects:

New Class Specifications:

- Deputy Parks and Recreation Director
- Chief Building Official/Deputy Community Development Director

Reorganization continued:

Class specifications for revisions:

- Public Works Director
- Deputy Public Works Director/City Engineer
- Finance Director
- Assistant City Manager
- Community Development Director
- Deputy Finance Director
- Executive Assistant/Deputy City Clerk

There were a number of class specifications that had minimal revisions primarily with regard to supervisory status. All such revisions have been completed. Personnel has completed the study on the following positions:

- Parks and Recreation Director
- City Clerk/Chief Information Officer
- Finance Office Supervisor

Changing an established public organizational structure, particularly one that has been in place for a long period of time, can be challenging and difficult for the impacted employees. We in Personnel are trying our best to make this transition as seamless as possible for the City staff. But the fact remains - many of these changes are significant. Moreover, reducing staff or leaving vacancies unfilled will require workloads to be distributed amongst current staff, and we recognize that these difficult personnel decisions can have a significant effect on our morale, particularly after many years of Dept. reductions and budget challenges.

We are doing our best to ensure that this organizational restructuring is a very well thought-out process, while we acknowledge it will have many implementation challenges. Overall, things are progressing, and we feel confident that the new changes will reflect positively on the City as we continue to provide excellent service to our employees and the community.

EMPLOYEE TRAINING AND WORKSHOPS

Humboldt County ERC Employment Relations Consortium:

On November 13 and 14 in Fortuna, City of Eureka employees attended a two-part training workshop on Supervisory Skills. The training was an 8 hour workshop for our front line managers and supervisors. Both workshops were presented by Liebert Cassidy Whitmore attorneys.

City of Eureka employees also attended the CA Public Employers Labor Relations Assoc. (CalPELRA) conference in November and received valuable training on workers comp issues, health care reform, pension reform, the Fair Labor Standards Act, and other topics of value.

Reforms Training

In view of recent Legislation regarding state Pension Reform and federal Health Care Reform, staff continues to receive information and training.

Update:

- *As of July 2, 2013, the Obama administration is delaying for a year a key provision in the Affordable Care Act that would require companies with more than 50 employees to provide health insurance. The Treasury Department says it will now begin penalizing companies that do not provide insurance in 2015, instead of January 1, 2014.*

Personnel staff continue to undergo extensive training in the NEOGOV online recruiting software program. Training will continue as we bring more functionality to our current processes and new upgrades become available.

LABOR RELATIONS/EMPLOYEE RELATIONS

The City strives to maintain positive working conditions and relations with all of our valued bargaining units. MOU negotiations are on-going with two bargaining units.

DISCIPLINARY ACTIONS

Various disciplinary and complaint matters were addressed or resolved, or are in process of being addressed.

RISK MANAGEMENT

NEW WORKERS' COMPENSATION CLAIMS

17 work related injuries occurred during this period, resulting in 17 new workers' compensation claims.

QUARTERLY REPORT

Q2 FY 2013

EPD QUARTERLY

EPD

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"EPD's primary

*focus is evidence
based policing.*

*Effective strategies
with measurements
will determine
success.*

Chief's Message

Since taking over as Chief of Police on November 4, 2013, I have found a fabulous group of hard working and dedicated personnel in all facets of the police operation. Each person takes a great deal of pride in their jobs and the community they serve. This is a police department which all Eurekaans should be proud. EPD bears an abnormally heavy workload and we will seek process improvements to lighten their burden.

You will notice a vastly different report designed to give policy makers a deep sense of the issues and context in which this city is policed. Each of the primary sections that make EPD a cohesive team are noted and explained. Particular focus is placed on data, budget and personnel.

In the past month EPD has made strides to capture the information necessary to report on important issues. ***This is a work in progress.*** We have built and are building databases to collect information for us to analyze, interpret and plan for the future.

Additionally, I have

taken great strides to collect the opinion of policy makers, city leaders, residents, business owners and department members. Getting to know my fellow Eurekaans has truly been a positive and wonderful learning experience.

Consistent themes have arisen in the community and department. These matters will be the focus of our efforts 2014.

Shortly after the first of the year EPD command staff and supervisors will have a planning session (locally) where we corporately set the strategic direction of the department for 2014 and beyond. This plan will give us direction on where we are headed as a team and the path to get there as quickly as possible.

We greatly look forward to serving all citizens of Eureka in 2014.

Andrew G Mills

Chief of Police



Commendations

- **Tim Jones and Louis Altic: Compassion at a fatal accident**
- **POP team: Quick and decisive action by arresting three growers.**
- **EVP: Traffic control at Humboldt Redwoods Marathon**
- **Gary Whitmer: from City Manager Mike Knight for bringing grant dollars to Eureka.**
- **Tim Cooper: Lobbying Congress to obtain HIDTA funds and designation**
- **Tony Zanotti and Patrick O'Neill: Indianola gunman incident**
- **Ron Harpham and Chris Jenkins: Quickly solving the pellet gun shooting**
- **Mary Clark for saving the life of a heart attack patient over the phone.**

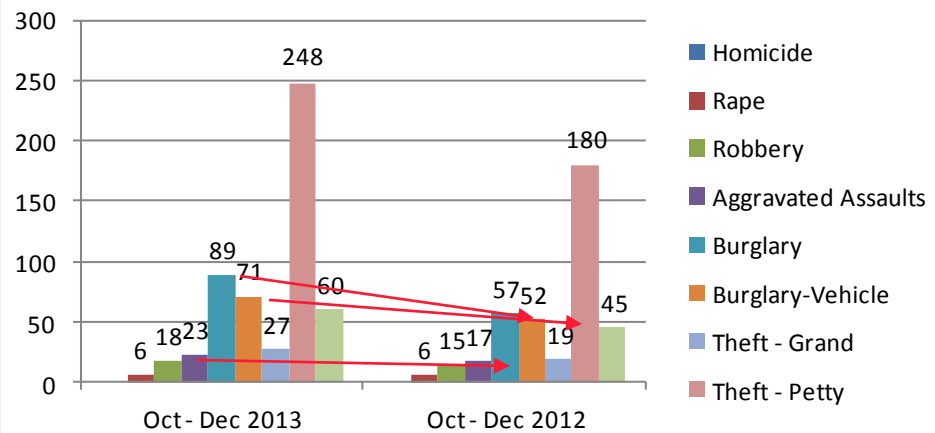
Crime Statistics



Captured serial
vandal...

**“CIS
facilitated
the seizure
of \$250K.”**

Crime Reports Quarterly Comparison



Criminal Investigations Section

Cases investigated by investigators rose by 47% this quarter as compared to the same quarter in 2012. That is an additional 29 cases. Some of the increase was due to additional officers on light duty who picked up additional cases. The majority of cases investigated by CIS were crimes of violence, robberies, assaults,

etc. Property crimes are investigated by patrol officers in conjunction with their traditional duties. Of the 77 cases worked by CIS, only 20 were still open, the rest were solved. That is a 75% closure rate. Seven cases remain unassigned. These numbers do not include more than 160 missing persons, run-a-way

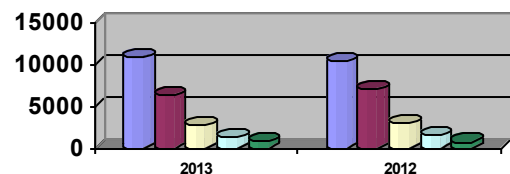
juveniles and referrals from Health and Human Services. Much of the data needed to track investigations is now being put into a database created by a volunteer. This will allow managers to track cases, types of closure, workload distribution and types of crimes investigated. It will also help spot crime series more easily. Greater accountability is key to more effective investigations and follow up.

Patrol Operations

Patrol handles the majority of the workload for EPD. Some efforts are self driven, other are directed by radio calls and reports from citizens. This quarter activity was down slightly, mostly due to lower staffing numbers. Patrol is down 7 positions due to resignations. An average of 5 additional officers are off on ad-

ministrative leave or light duty because of work related injury.

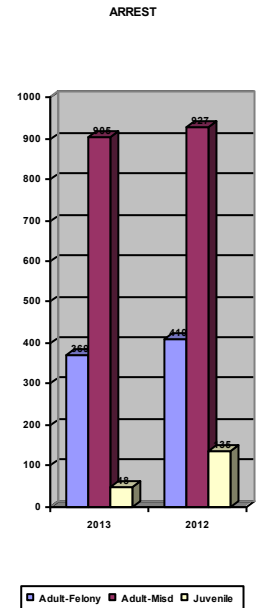
■ Calls For Service ■ Self Initiated Activity



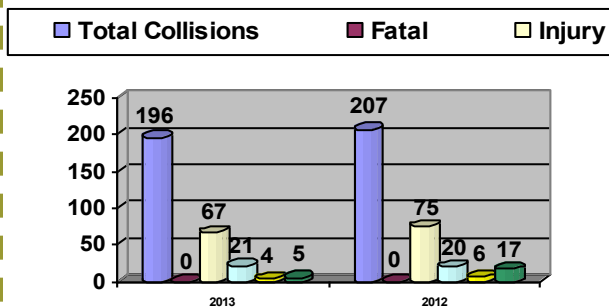
Patrol Operations Continued

| | 4 th Quar- ter 2013 | 4 th Quar- ter 2012 | Differ- ence | Change % |
|------------------------------------|---|---|-----------------|-------------|
| Calls For Ser- vice | 10,733 | 10,466 | +267 | +2.6% |
| Self Initiated Activity | 6,287 | 6,934 | -647 | -10.3% |
| Reports | 2,778 | 3,008 | -230 | -8.2% |
| Arrests | 1,309 | 1,458 | -149 | -11.4% |
| Citations | 924 | 713 | +211 | +30.0% |

As staffing decreases and CFS increase, there is less proactive time to deal with tough problems. SIA is down 10% directly affecting our ability to find those likely to commit crime and prevent it. To remedy the problem EPD is reducing out of service time and increase availability. Things like improving the paper work process, could save hundreds of hours of OST annually. Reducing the false burglar alarms would save additional hours.



Traffic Operations



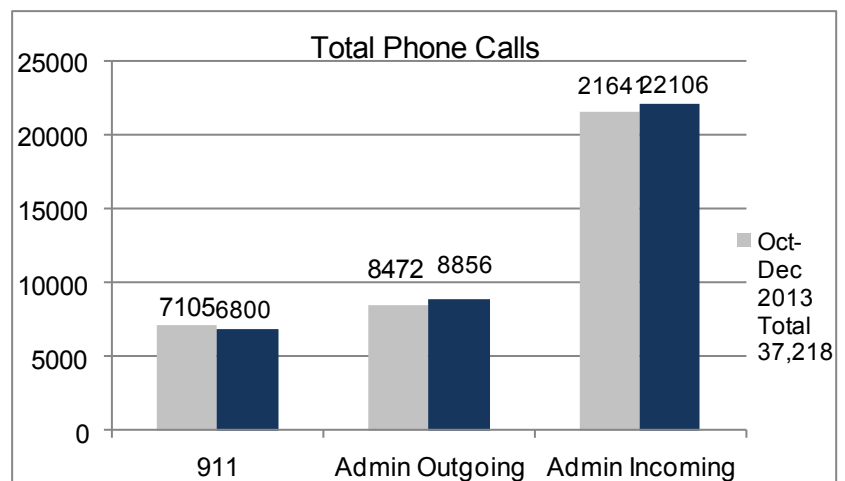
Total collisions are down 5%, injury crashes are down 11%, pedestrian injury collisions are down 71% and car verse bicycle accidents have reduced by 33% this quarter. DUI accidents rose 5% while arrests for DUI rose 37%. The biggest concern is the 4th and 5th street area where there were 46 collisions resulting in 32 injuries. That is down from 64 collisions with 44 injuries the previous year. There were no fatalities this quarter.

**“TRAFFIC
DIVISION IS
DRIVEN TO
REDUCE
COLLISIONS.”**

Communications

EPD communications is responsible for taking, dispatching and managing calls for police, fire and EMS. Communications is authorized for 14 positions and there are currently 8. This team of 8 manages 22,000 calls a quarter, 7,100 of which are 911. The highest

hour communications takes 45 calls an hour. More importantly they answer calls within 10 seconds 98% of the time.





New police officers can learn more in one month at EPD than in a year in any other local city.

“EPD has begun an aggressive marketing campaign to find and recruit the best candidates”

911 taped line enhancement approved in 2013



Backgrounds and Recruitment

EPD is short staffed. To fix the problem EPD is aggressively marketing for new officers and dispatchers to fill vacant positions. Here is what we are doing:

1. Offering a scholarship for those going through the CR academy. It prevents us from hiring untested people yet incentivizes them to apply. To get the scholarship they have to apply and write an essay.

2. Offer our best recruiters (current employees) two discretionary days off if they encourage someone to apply who gets hired.

3. Contacted non PERS agencies and POA's to recruit retiring police officers still desiring to work and live in the North Coast.

4. Personally attending the CR academy as early as possible to recruit officers, “Only the best!” talks.

5. Recruiting from the Sheriff's correctional staff. Local people already vetted and educated with handling criminals.

6. Re-evaluating the T scores with human resources to broaden the recruitment pool

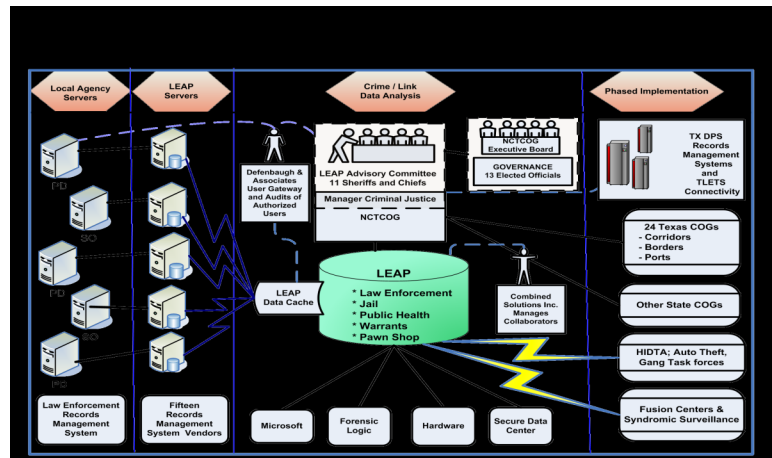
7. Moving people internally to maximize job potential.

EPD currently has one person ready to hire, one more in the background process and 9 at the early stages of the process.

Major Projects

EPD replaced the carpet in the upstairs hallway, also known as the trip and fall carpet. That was paid for by the police foundation. Also, working with the other police agencies in Humboldt county, EPD is merging data with AB 109 money. It will allow investigators to access thousands of additional crime

cases and arrest records.



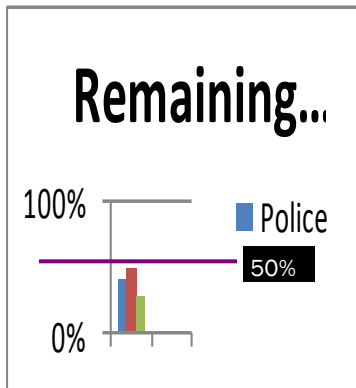
Major Projects

Audio logs record all radio traffic and phone calls in and out of the Communications Center. Our current recording equipment has been failing for several days at a time, leaving all radio and phone communications unmonitored and irretrievable

during down times. The log we propose purchasing has three (3) servers. The original recorder had two (2) servers; only one (1) remains functional. Three (3) servers will provide the redundancy essential to emergency communications and the efficient monitoring and

recording of all communications. On October 15, 2013 Council accepted and appropriated \$324,000 from California 9-1-1 Emergency Communications Division and appropriated \$47,000 from Drug Asset Forfeiture funds and approved the purchase of 9-1-1 telephone equipment from AT&T in the amount of \$371,000.

Budget

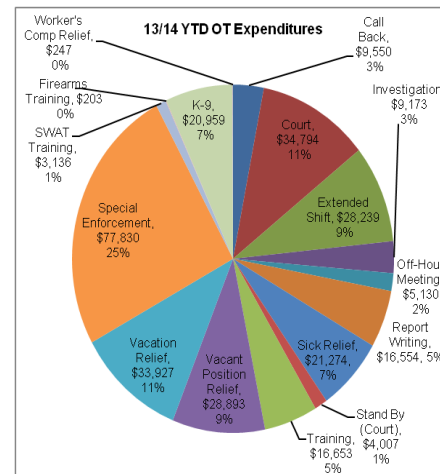


Year to date EPD has spent 43% of its budget. The majority of the unspent funds came from personnel expense, however other savings were realized. EPD has also put several controls in place to further maximize savings. Managers are paying careful attention to credit card expenditures, scrutinizing training requests and monitoring overtime expenditures. Furthermore, each position is being analyzed to determine if there are other duties that fit the job description and duties, so each person can be fully utilized to their maximum potential.

“Because of a personnel shortage, EPD is 7% under budget YTD”

Budgetary Tracking System

| Police | Balance | | Communications | |
|--------------|------------|--------------------------------------|----------------|---|
| Personnel | 44% | ● | Personnel | 44% ● |
| Op Supplies | 87% | ● | Op Supplies | 112% ● |
| Prof/Tech | 79% | ● | Prof/Tech | 92% ● |
| Materials | 9% | ● | Materials | 0% ● |
| Int Pmt | 0% | ● | Int Pmt | 0% ● |
| YTD % | 41% | ● | YTD % | 48% ● |



Budgetary Controls



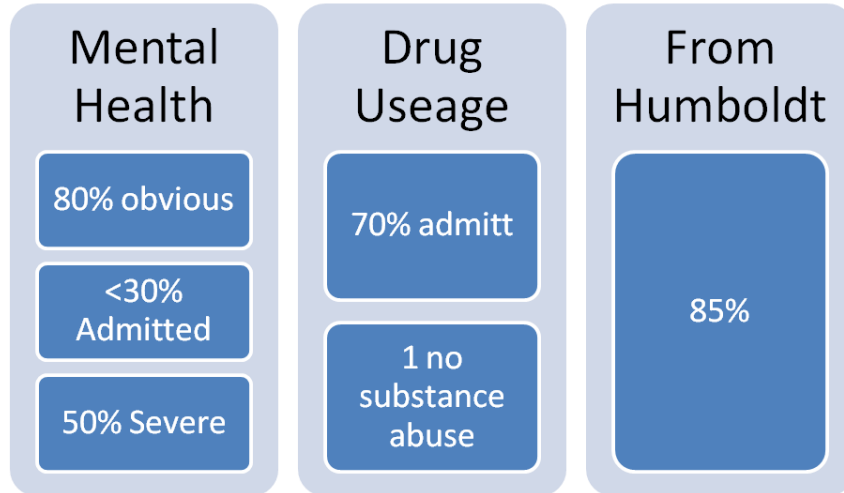
While the overall budget is sound, there are areas of concern. To ensure EPD is within budget categories are given a rating of red, yellow and green colors. Then an overall picture is developed to understand the budget's bottom line. This process is reviewed monthly to ensure man-

agers are on track and staying within budget. When in a yellow or red area, a directive is sent to control spending, monitor costs and increase accountability. There are items EPD is examining to ensure fiscal responsibility. For example, currently EPD pays the county 13K per month to house animals. That is an average of \$600 per animal stay. EPD pays 77K a year to have access to RMS updates. Consulting is an additional fee. We search for alternatives.

POP Survey of Transient Population:

The goal of the survey is to document the scope and context of the local transient problem. This is not a homeless problem as many homeless are not problematic, but a transient issue. That is those who desire to be unaccountable for life style and personal choices. The survey is to help determine a path forward and create a plan to segment and solve this problem.

Preliminary fast facts:



**Eureka Police
Department**

POP Team Tackles Tough Problems

POP team conducted operations that resulted in the following arrests, investigations and seizures:

- 34 Arrests made
- 11 EMC cites issued
- 3 Traffic cites issued
- 5 Vehicles stored/impounded
- 5 Search warrants served
- 3 Recovered weapons
- 65 Marijuana plants seized (20,548 grams or 45.3 lbs)
- Hashish 43 grams
- Methamphetamine 45.7

grams

- Heroin 2 loaded syringes and 2 vials of liquid
- Ecstasy 2 grams
- \$8047.00 - Cash
- 48 Problem house investigations/follow-up
- 15 Assists rendered (EPD and outside/allied agencies)
- 11 CIT inspections
- 24 Investigative reports written
- Large amount of stolen property recovered from burglaries

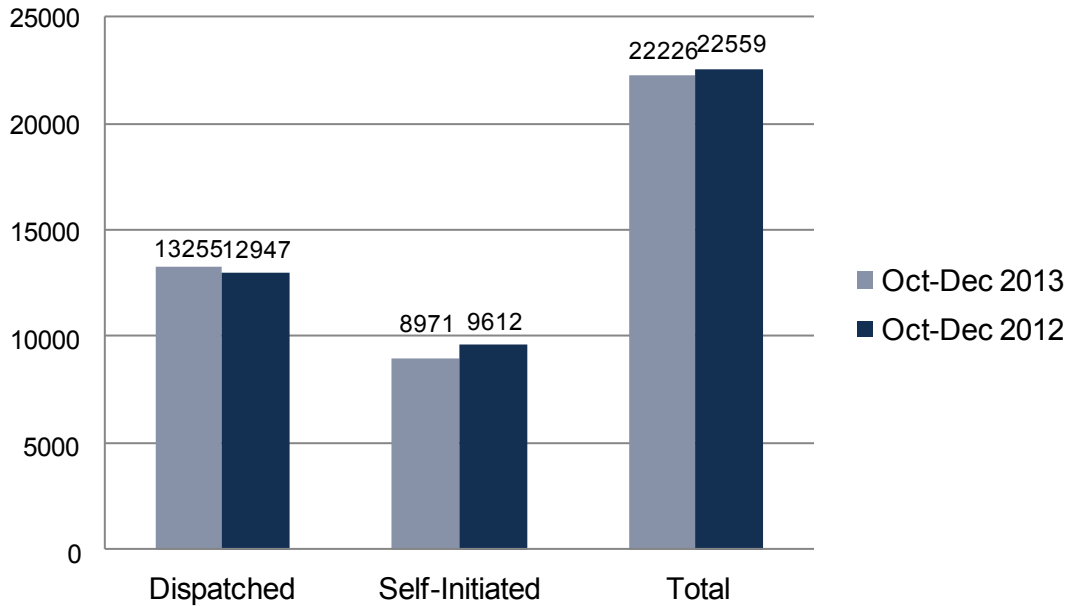
Initiated "Transient Census" Program – 56 Transients surveyed thus far

Assisted Code Compliance with inspections at 22 Properties (Approximately 70 units).

POP is also working with other agencies such as Drug Task Force, DEA and FBI to solve long term drug problems. These operations may take time but will result in a high reward in terms of crime control.

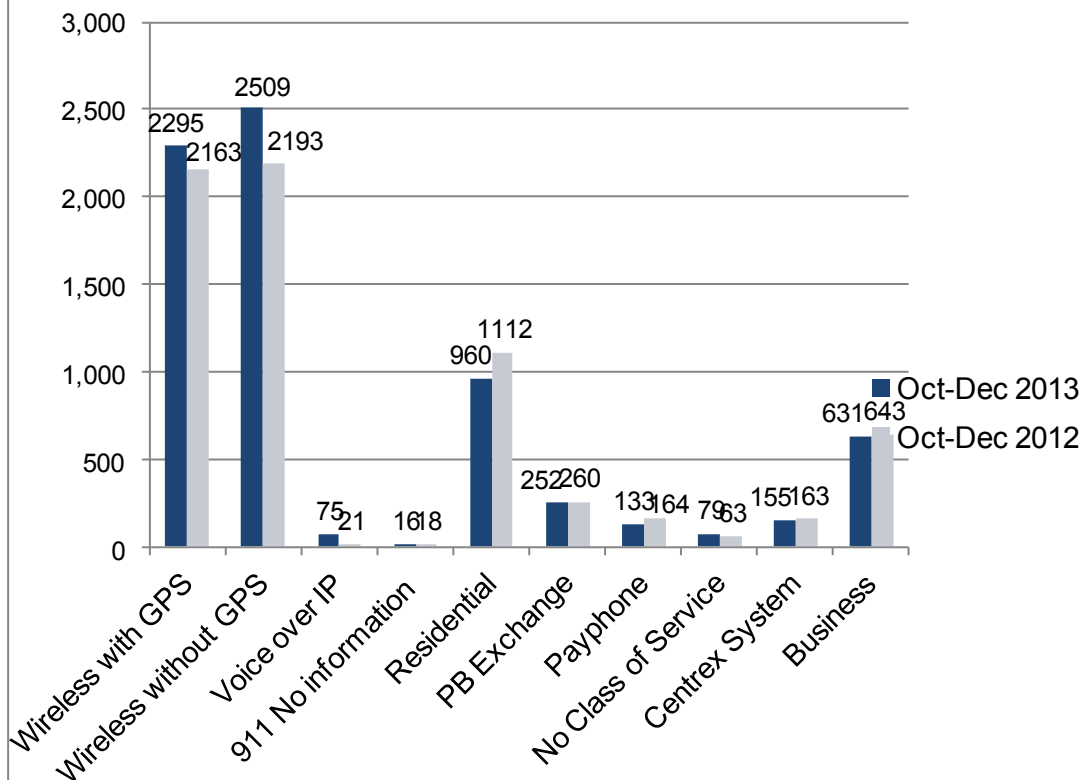
Communications Continued

Police, Fire and Medical Calls for Service



As noted in the charts the two on duty dispatchers are extraordinarily busy taking calls. Should a "hot" call take place, one dispatcher stays on the phone with the victims and or witnesses while the other manages the officers responding to the problem. This is vital to a successful conclusion to the problem.

911 Phone / LineType



The second chart demonstrates the volume of 911 calls by cell phone. It is estimated that 95% + are false calls on cell phone.

CITY OF EUREKA

PUBLIC WORKS/ENGINEERING DEPARTMENT

4th Quarter Report OCTOBER – DECEMBER 2013

PUBLIC WORKS ADMINISTRATION

The Administration staff processed 312 service requests during the fourth quarter of 2013. They included 70 street related issues, 113 water distribution issues, 28 were related to sewer, 8 for wastewater treatment, 6 were related to storm water, 6 were traffic safety issues and 80 items were addressed by administrative staff (which included encroachments, site obstructions, graffiti and illegal dumping).

The Transportation Safety Commission met in October, November and December and discussed issues ranging from distractive driving issues to the City being designated as a Bike Friendly City. The Commission continues to work on the Transportation Safety Action Plan and keeps up with the proposed Broadway Improvement Project.

WASTEWATER COLLECTION DIVISION

The following work was completed in the 4rd quarter of 2013:

Preventive Maintenance

- 56,342 ft. hydro cleaned mainline
- 15,648 ft. rodded mainline
- 5,143 ft. televised mainline
- 16 - main and lateral repairs
- 3 - new lateral service installations

Lift Stations

Crews cleaned out wet wells to prepare for winter flows.

WATER DISTRIBUTION DIVISION

Renewals/Service Leaks = 30

New Services = 9

Fire Hydrants = 1



The fourth quarter was extremely busy due to a huge number of water main breaks. A record number of 9 water main breaks this quarter included a big break of our 20 inch line near Wabash and C Street. This line is critical in our distribution system as it feeds most of, if not all, of our low system. The break destroyed the road and caused enormous damage to the area.



Repairs were made quickly once the parts were received from Seattle and about 50 customers were left without water for almost two days.

The rest of the low system was able to make it although pressures were greatly reduced for all.

I am very proud of my crew as they worked extremely hard to make the repairs needed to get this line in service. The other main breaks were scattered throughout town with one

interesting note that all but two of the remaining breaks were ten inch lines which is very unusual because within the City there is very little ten inch lines. Three breaks on Buhne Street and three breaks on 4th Street near V Street kept the crews hopping. All were after hours situations. The other two breaks were small six inch lines: One on Vista Drive which was hit by a contractor, and the other on Burrill Street which was a result of a collar failure. All the main failures this quarter were the result of collar failures with the exception of the one on Vista Drive. We also replaced a Fire Hydrant in the 3800 block of Broadway that had valve operation problems.

I would like to congratulate Mario Castillo for passing the State of California Grade 3 Water Distribution Operators test this quarter. Although not required, Mario continues to distinguish himself and one day he will make a great supervisor for the City. We also moved into the new Water/Sewer building in December and so far it has been great. We anticipate this building will satisfy our needs for many years to come. As always, we continue to target old water services and replace them when we can, and along with the service orders and public demands, we are kept very busy. All this and being down two full time positions –WOW- the Water Distribution Crew is really doing a great job.

STREETS DIVISION

The following work was accomplished in the Streets Division during the fourth quarter:

- Forty-three (43) tons of hot mix and 1.5 tons of cold mix were used to patch potholes and ditch lines citywide.
- Approximately 875 culverts and drop inlets were inspected, cleaned and vactored citywide.
- Staff replaced 18 sections of 18" cross culverts along with 1 tee and 3 sections of 16" and 6 sections of 14".
- Crews replaced 30' of 18" culvert drain pipe on G Street north of Wabash.
- Crews installed a new drain intake box along with 40' of 12" culvert on Lowell Street south of Harris Street.
- Staff repaired/replaced 41 signs throughout the city. They also installed 8 new signs and 27 new bus stop signs. Crews graded 12 alleys. Street painting consumed 84.5 gallons of white paint, 34.5 gallons of red, 25.5 gallons of yellow.
- Thirty-four (34) street tree wells were cut and concrete removed from sidewalks for new street trees.
- Four posts were replaced on Campton Road guardrail.
- A new kiosk was installed at Broadway and 5th Streets.

UTILITIES OPERATIONS DIVISION

Wastewater Treatment Plant Operations and Maintenance

In addition to normal operation and maintenance duties staff conducted numerous repairs and projects.

- Plant staff removed and replaced large drive chain sprockets on the primary sedimentation tanks.
- The new 750KW Standby Generator was purchased, delivered, and installed at the WWTP. The next step is the installation of the electrical components needed to complete the system.
- The new Digester Gas Flare Project was completed and operational.
- Contractors have begun work replacing the digester flare stack located at the Elk River facility.
- The NPDES renewal application was completed by city staff and submitted to the RWQCB prior to the January 4th application deadline.



**New Digester
Gas Flare System**

Water Treatment

In addition to routine meter reading, service calls, and facilities housekeeping operations staff has been busy with preventative and predictive maintenance based on our computer based maintenance management system.

Laboratory

- Quarterly acute and chronic bioassay samples were in out in October to be analyzed for NPDES permit compliance.
- Trihalomethane and Haloacetic acid testing is now a quarterly requirement with four sample sites required. Previously this test was done annually at one sample site. Samples were collected from the cities potable water in October for compliance with the CDPH's disinfectant byproduct residual rule (stage 2).
- Lab staff received and responded to six potable water complaints during the fourth quarter.
- Lab staff helped design and implement a sampling plan for testing in Humboldt Bay for the EPA 126 priority pollutants list as part of the Brown and Caldwell study. This study is being performed for compliance with the Effluent Discharge Study provision in our NPDES permit. Lab staff performed the needed sampling on a cold day in December with help from the City of Eureka boat and crew based at the Wharfinger Marina. Having city staff perform this testing as opposed to the original plan of hiring an engineering firm to perform the work potentially saved the city tens of thousands of dollars!
- Annual Sampling for NPDES compliance was performed in December on the effluent from ERWWTP.



New 750 KW Standby Generator Unit Being Installed

Employee Development

- Plant Operations Supervisor Gerald R. Sneed passed away on December 20th, 2013. He will be sorely missed. Water Treatment Plant Operations Supervisor Dan Duncan is slated to replace Jerry at the WWTP. The process to replace Dan at Water Treatment will begin shortly starting with an Exception to the Hiring Freeze request.
- Long time employee Robert Butler recently retired from city duty August 1st. His position is currently being recruited. Robert was employed as an Industrial Maintenance Technician.
- The recruitment for retiree Keith Waldron's Utility Maintenance position was successful with new employee Brian Hammer welcomed to our staff.
- Water Treatment Plant Operator Shawn Hisatomi recently received notice that he successfully passed this Grade II Water Treatment exam.
- Lab staff attended a two day Supervisor training in November entitled "Best Practices in Personnel Management" put on by Liebert, Cassidy, and Whitmore.



New Wiring for Standby Generator Project at Elk River WWTTP

Pretreatment

(Permitted Industries)

Four inspections and one wastewater sampling was conducted at Eureka businesses. Regular pretreatment facility inspections are performed by the City to monitor and ensure compliance of all permitted businesses.

A Notice of Significant Non-Compliance for Mission Linen and Pacific Choice Seafood was published on December 14, 2013 for Wastewater Discharge Violations in 2012.

An ongoing investigation of Pacific Choice's water consumption indicates that approximately 75% to 95% of the water discharged to the sanitary sewer is not metered and billed. A request for records was issued to Pacific Choice Seafood on 10/25/13. A response letter was received on 11/9/13. The response letter and subsequent conversations with staff at Pacific Choice indicate that the effluent flow meter is not accurately measuring the water discharge.

On 11/11/13 a proposal for storm water diversion was received from Recology Humboldt County. Currently the storm water runoff for the parking lot and roof drains discharge to the sanitary sewer via the oil and water separator. The proposal details how the drainage will be re-routed so that it discharges to the storm drain system, and not the sanitary sewer.

(Non-Permitted Industries)

The Pretreatment Department also performs inspections of non-permitted industries in order to identify any new industrial dischargers. No non-permitted industries were inspected.

(Fats, Oil, and Grease (FOG))

The City's FOG program includes grease trap and interceptor inspections, and public education regarding kitchen Best Management Practices (BMP). Facility inspections now incorporate Storm water Education, as well as inspection of exteriors to ensure that businesses are in compliance with the City of Eureka Storm water Ordinance. Nineteen facility inspections were conducted.

A Correction Notice was issued to Bayshore Mall McDonalds on 10/26/13. The Notice required that the outlet pipe of the grease interceptor be repaired by 11/26/13. A follow up inspection conducted on 12/4/13 indicated that the required work had not been performed. A Notice of Violation was issued on 12/4/12 for failure to maintain a grease interceptor. A follow up inspection conducted on 12/9/13 indicated that the required work had been completed.

An inspection conducted on 11/8/13 indicated that the Betty Chinn Center properly installed a Trapzilla grease interceptor as required.

An inspection conducted on 11/9/13 indicated that the Ethiopian International Café properly installed a grease trap as required.

An inspection conducted on 12/20/13 indicated that Little Caesars Pizza properly installed a grease trap as required by plan review.

An inspection conducted on 12/4/13 indicated that Rita's Margaritas and Mexican Grill did not upgrade its grease trap and install a solids removal system as required by a Notice of Violation issued on June 7th, 2013. A Second Notice of Violation was issued on December 16, 2013.

An inspection conducted on 12/10/13 indicated that Wendy's did not properly install a sample box or properly plumb their new grease interceptor. A follow up inspection conducted on 12/11/13 indicated that the deficiencies had been corrected.

Notices of Violation were issued to Footprint Recycling on 7/16/13, and 8/19/13 for failure to submit monthly reports, despite repeated requests by the City to do so.

Stormwater**(Illicit Discharge Complaints)**

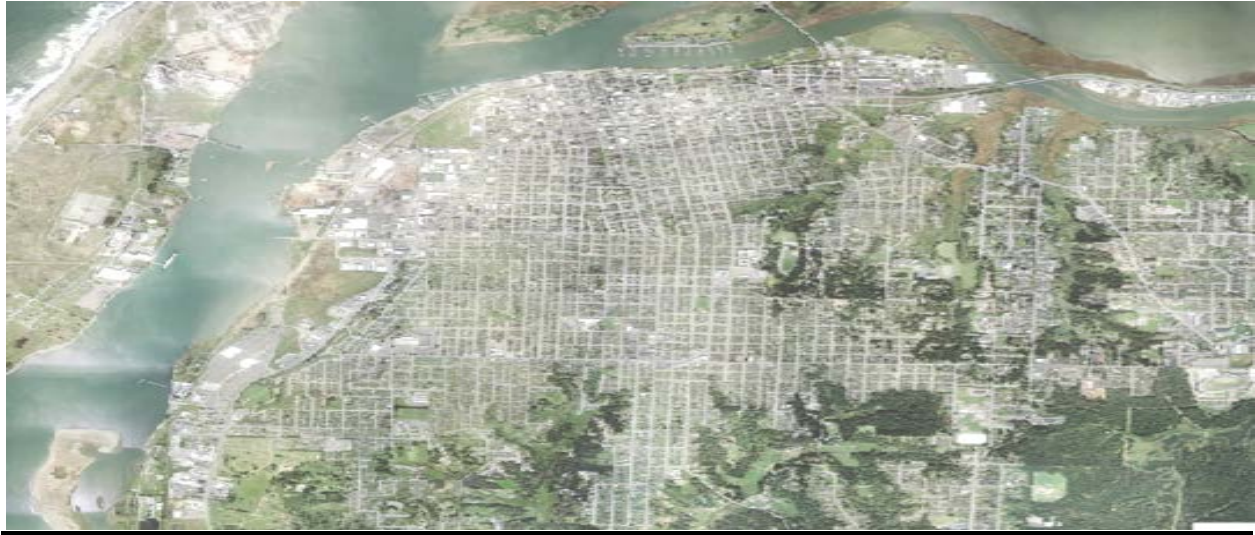
The City has a hotline for storm water complaints for citizens to report storm water issues. Six complaints were followed up regarding storm water issues.

On 11/15/13 staff at the Betty Chinn Center was given educational material regarding storm water BMP's prior to the business opening.

On 10/12/13 staff at the Mc Donald's Bayshore Mall was asked to clean the dumpster area due to poor housekeeping near the grease bin.

On 10/12/13 staff at Shamus T Bones was instructed to clean the dumpster area due to wood debris clogging the storm drain inlet.

On 11/15/13 Jansen Construction was issued an administrative fine for using the storm drain inlet as a wash pit for drywall material.



ENGINEERING DEPARTMENT

Summary of Responsibilities and Activities

1. Administration and Management

The City Engineer/Deputy Public Works Director leads the Engineering Divisions within the combined Public Works/Engineering Department. The Engineer reports to the Public Works Director, or to the City Manager in his absence, and attends City Council meetings to address engineering issues and milestones included on the meeting agendas. Most engineering administration tasks are handled by the Administrative Technician, who serves all of the engineering divisions and coordinates with other administrative staff members serving the public works divisions.

2. Construction

During the fourth quarter of 2013, construction continued on six projects, and engineering planning or design continued on four projects and three programs.

Construction Division & Projects

| | | |
|------------------------|----------------------|------------------------|
| Angi Sorensen | Kurt Gierlich | Carolyn McKenna |
| Angela Christie | Gabriel Adame | |

The following projects are currently in construction:

1. Mad River Pipeline Phase 4 – \$1,500,000

Phase 4 is replacing two sections of the Mad River Pipeline as part of the continuing program to provide improved water supply system reliability. The section in Arcata is located between the south side of 7th Street and the California Highway Patrol Station on Samoa Boulevard. The section in Eureka is located between the Ryan Slough Pump Station and the intersection of Frank and Glenwood Streets. The construction contract was awarded on May 24, 2012, and work began in August, based on permit restrictions. Construction was suspended at the end of October 2012, due to weather and permit constraints. Construction was substantially completed by the end of the third quarter, and project acceptance is expected in early 2014. (Sorensen, Shikany, Oscar Larson & Associates, Mercer-Fraser Company)

2. Mad River Pipeline Phase 5 – \$1,900,000

Phase 5 consists of a new section of the 24-inch diameter Mad River Pipeline that replaces an existing section as part of the continuing program to provide improved water supply system reliability. This new section will be installed between the existing main at the intersection of Pennsylvania Avenue and Frank Street, along Pennsylvania Avenue to Myrtle Avenue, along Myrtle Avenue to Hubbard Lane, and then along Hubbard Lane to Harris Street. (Roecklein, Shikany, Savage, Oscar Larson & Associates, Wahlund Construction, Inc.)

3. Martin Slough Force Main Project – \$8,900,000

Phase 2 of the Martin Slough Interceptor project includes three projects: construction of a new pump station (Phase 2a) and new force main (Phase 2b) and connection of various collectors to the interceptor pipeline and demolition of associated lift stations (Phase 2c). The Force Main was split into two projects: one project for the directionally drilled piping and one project for the trenched section of the force main. The “Drill” project was awarded on June 18, 2013, and is currently under construction. The “Trench” project could not be awarded due to a budget exceedance. An alternative to trenching is now being developed and cost savings are expected to be approximately \$1million. That work will begin upon completion of permitting and execution of a contract change order with the drilling contractor. Completion is anticipated by spring of 2014. (Gierlich, SHN Consulting Engineers, Apex Directional Drilling, LLC)

4. Elk River WWTP Emergency Generator – \$400,000

This project provides a full backup power supply for the Elk River Wastewater Treatment Plant. The Plant is a critical facility that protects public health and the environment, and existing co-generation equipment is not sufficient to power all treatment units when utility power is interrupted. The project was awarded and construction begun in the 3rd quarter. Completion is scheduled for February 2014. (Roecklein, Gehrke, LACO, Jacobson, Colburn Electric Company)

5. Water Improvements 2013 – \$600,000

This project is the annual water distribution system maintenance work scheduled for construction in 2013. Approximately 1,750 lineal feet of 12-inch diameter water main with associated service connections and valves are being replaced on Del Norte Street between Fairfield and California Streets. Construction was substantially completed by the end of the fourth quarter, and project acceptance is expected in early 2014. (McKenna, Sorensen, Wahlund Construction, Inc.)

6. Sewer Improvements 2013 – \$150,000

This project will replace a 16-inch diameter sanitary sewer main on Albee Street, between 14th and Cedar Streets. Construction was substantially completed by the end of the fourth quarter, and project acceptance is expected in early 2014. (Sorensen, McKenna, Mercer-Fraser Company)

The following projects are currently in planning and/or design:

7. Cross Town Interceptor Condition Assessment – \$85,000

This work is an element of the continuing maintenance program for the cathodic protection system on the Cross Town Interceptor wastewater transmission main. A condition assessment, which included preliminary identification of potential risks, has been completed. This investigation provides a basis for developing and evaluating alternatives for maintenance, repair, and replacement projects. (Sorensen, Young)

8. Fire Safety Training Tower Paving Project – \$40,000

This project will add asphalt paving at the Regional Public Safety Training Tower on Hilfiker Lane. Currently, training activities that involve flowing water require restoration of the existing gravel surface. Pavement will prevent this erosion, decrease sediment runoff, and increase the functionality of the training facility. (Adame, Boughton, Jelinek)

9. Hilfiker Lift Station Dry Well Conversion – \$300,000

This project will convert the existing Hilfiker Lift Station from a dry well configuration to a wet well station with submersible pumps. Sizing will be determined based on planned wastewater loads generated by the proposed Lost Coast Brewery Project along with existing wastewater load. (Adame, Roecklein)

The following project is in the preliminary design and environmental review stages:

10. Waterfront Drive Connection - Phase II “G” to “J” Streets – \$3,600,000

This project will complete the northern portion of Waterfront Drive and provide the final link to a continuous multimodal transportation corridor along 2.4 miles of the City’s Humboldt Bay waterfront, from “T” Street in the northeast to Del Norte Street at the

southwest. The CEQA document is complete, and the NEPA document is being finalized by Caltrans. A \$450,000 grant was received from the Caltrans' Local Assistance Program Bicycle Transportation Account; this award has been reprogrammed for a June 2016 completion date to allow Union Pacific Railroad to remove contaminated soil prior to the City acquiring the property to initiate the road and bike lane construction. The environmental cleanup efforts have been completed for this section of the project. Staff has successfully negotiated a right-of-entry agreement with the railroad authorities for surveying work needed for design. Final design will be completed in May 2014, with construction anticipated to begin in summer 2015. (Roecklein, Parrott, Christie, Savage, Shikany, SHN Consulting Engineers)

The following programs are ongoing:

11. SCADA System Program and Design – \$1,000,000

This program will upgrade the City's Supervisory Control and Data Acquisition (SCADA) systems. SCADA systems are used to monitor and control chemical, physical, and treatment processes in municipal water and wastewater systems. A Needs Assessment was completed in May 2011, which identified individual projects and developed a preliminary budget for the overall program. The City selected a new software package for developing custom graphical user interfaces and is in the process of installing redundant hardware and developing new interfaces for the Water Treatment and Pumping System. (Sorensen, Mathes, Gehrke, Duncan, ArcSine Engineering)

12. Water Distribution System Modeling – \$60,000

This program is creating a working model of the City's water distribution system. The resulting model will be utilized in analyzing the distribution system and evaluating the need for future improvements, primarily with respect to fire flow capacity and the impact of future development. This program will be suspended in 2014, due to the loss of key personnel in December 2013. (Redner, Young, Ziemer, Roecklein)

13. North Coast Plug-in Electric Vehicle Readiness Project – \$3,000

Redwood Coast Energy Authority received a grant award from the California Energy Commission for strategic planning efforts to develop plug-in electric vehicle (PEV) infrastructure. The City's commitment includes participation in the North Coast Plug-in Electric Vehicle Coordinating Council, which meets as a whole and in working groups to determine investment requirements and implementation timelines, identify optimal locations for charging stations, and develop educational materials as required to develop regionally-specific guidelines for PEV infrastructure development. Staff will also share usage data from the City's charging station located at 4 C Street. (Sorensen, Redwood Coast Energy Authority, Schatz Energy Research Center, GHD, et. al.)

TOTAL: 13 Projects, \$18.5 Million Estimated Capital Value

Traffic/Signals Division

Sheila Parrott

Scott Ellsmore

Dan Moody

During this quarter of 2013, and throughout the year, this division endeavors to provide safe, efficient travel through and around the City of Eureka for various modes of transportation. This is accomplished through construction projects, training classes, resident requests, field data collection and analysis, traffic modeling, grant writing, and utilization of engineering judgment.

The following projects were completed:

Micro-Surfacing 2013 Project - \$111,164

This project was completed through collaboration with the City of Arcata and Humboldt County public works departments. Union Street, from 14th Street to Harris Street, Central/Utah, from Harris to Allard, and the neighborhood between Harrison and McFarlan, including 16th, 17th, 18th, and Dean Streets, in the City of Eureka, all received surface sealing and new striping. Gas tax funds were used.

The following projects are in construction:

Emergency Vehicle Pre-emption Equipment - \$779,198

Emergency vehicle pre-emption equipment at all City-owned traffic signals is being installed by Colburn Electric to improve traffic safety and emergency response time. This includes signal cabinets, controllers, and pre-emption equipment. Additional HSIP grant funds were received and are being used.

The following project has been awarded:

Washington Elementary Sidewalk Construction/Relocation \$180,000

This project includes the relocation of the sidewalk and construction of sidewalk curb in front of Washington Elementary School on Dolbeer Street between Chester and Russell Streets. This opportunity to fill the shortfall in the allocation for the Safe Routes to School project is being presented through Transportation Enhancement (TE) funding. The project was awarded to RAO Construction and construction will occur this summer while school is out.

The following project is out to bid:

West Avenue Improvements - \$338,500

This project includes pedestrian safety improvements on West Avenue between 6th Street and Myrtle Avenue. ADA compliant drop curbs and driveways, sidewalk bulb-outs, street

lighting, paving, and replacement of in-pavement lights are included. Grant funding from HSIP has been awarded. Construction is anticipated to be spring 2014.

Longer Term Projects:

1. Downtown Parking Assessment District Task Force

The Parking District Number One Task Force has been revising its recommendations to the City Council for the operation and possible expansion of the parking district. These recommendations include expansion to the north, shared use parking standards, and residential parking ordinance changes. This project is currently on hold.

2. Eureka-Arcata Corridor Project

Staff continues to provide input to the State's project engineers.

3. Greater Eureka Strategic Transportation Program

The City, County, HCAOG, and State staff continue to work on the Greater Eureka Area Traffic Model which will be used for coordinated regional traffic forecasting by each entity. The traffic model will be used in a City /County project to identify future traffic impacts associated with development and the creation of a Traffic Management Program to assess fees and implement projects to mitigate those impacts.

4. Broadway Feasibility Study

The City is one of several stakeholders in Caltrans' Feasibility Study of the Broadway corridor. The section of Broadway between Kmart and 5th Street is being examined for improvements for non-motorized users. Staff continues to provide input and participation in the process. Currently under discussion is the use of an adaptive signal system and some pedestrian safety improvements.

A joint City-State data collection effort was undertaken to analyze the effects of closing the northbound leg of the Broadway/Wabash intersection. Traffic counters were installed at various intersections on City and State-owned streets to collect before closure and after closure data. Analysis of the data is expected to be completed after January.

5. Traffic Safety Campaign Project

Funding is being sought for a comprehensive traffic safety campaign. The Office of Traffic Safety (OTS) will have a call for projects in January for traffic safety education programs.

Other Division Projects and Programs:

The Traffic/Signals Division of the Engineering Department continues working with the State, County, and private developers on various traffic studies in and around the City of Eureka. This Division has also provided assistance to the Engineering and Public Works Staff in reviewing traffic issues for various projects.

1. Traffic Signals

Maintaining operation of the 26 City-owned traffic signals is a primary duty for this Division. A monthly signal training/meeting with State, County, and City of Fortuna

staff continues to review and discuss traffic signal operations. Staff participated in the Trucker's Parade and provided remote signal operation for traffic control during the event in December.

2. Traffic Studies

Staff has reviewed and provided feedback on traffic studies for the Humboldt County Office of Education's conference facility project.

3. Parking Items

The Parking Place Commission is in the process of being combined with the Transportation Safety Commission. The first "Motorcycle Parking Only" zone was created in the unused on-street parking area in front of the Black Motorcycle Café on F Street at 5th Street. The request for this zone was brought to the Parking Place Commission and approved in November, with members of the public offering their support. City crews painted the stall markings and installed signage for the new zone.

4. Meetings with EPD Traffic Officers

Monthly meetings with Senior Traffic Officer Gary Whitmer of EPD continue. Current traffic related issues include requests for traffic control devices, locations for increased enforcement, collision "hot spots", pedestrian safety, parking zones, parking meters, and use of radar speed signs purchased through a grant EPD received from the Office of Traffic Safety.

5. Transportation Safety Commission

Staff attends monthly meetings and provides data and reports on various traffic studies, locations, and projects at the request of the Transportation Safety Commission. Staff also attends various sub-committee meetings. The draft Transportation Safety Action Plan is currently available for public comment through the City's website.

6. Humboldt County Association of Governments Technical Advisory Committee

Staff attends monthly meetings regarding the programming of regional transportation improvement funding and provides data, estimates, and input.

7. Electronic Parking Meter Program

Staff maintains parking meter electronics and collects and maintains inventory, coin and card audits, and maintenance data from all City-owned metered parking lots. This data provides finance with a means to audit revenue through reports generated by the parking meter software. Additional reports track revenue by stall and lot, provide occupancy data, and provide backup information to EPD for parking violation adjudication.

8. Safe Routes District-wide Task Force

Staff attends and hosts monthly meetings with various stakeholders including EPD, RCAA, HumPal, Bikes There, Transportation Safety commission, District 1 County Board of Supervisors, County Public Works, Public Health, and several members of the School Board District Office regarding safe routes to schools.

9. General Plan Update

Staff attended the General Plan kickoff meeting and continues to provide input and review traffic aspects for the general plan. New traffic counts were collected and supplied to the City's traffic consultant, W-Trans, for development of the background report.

10. Training

Many traffic/engineering webinars were attended this quarter. These included a CEQA workshop, EVP training, an Illuminating the Path: The Critical Role Federal Agencies Play in Creating Safe, Walkable Communities webinar, and a webinar on implementing flashing yellow signals.

11. Grant Applications

One federal Highway Safety Improvement Program (HSIP) grant application was successful in the cycle 6 call for projects. This includes the purchase and installation of countdown pedestrian signals for all City-owned traffic signals. The \$153,400 in funding will be made available mid-2014 with construction anticipated in 2015.

A traffic assessment was requested from UC Berkeley's Tech Transfer program for review and recommendations on traffic issues associated with the Harris, H and I Street intersections.

12. Other

In addition to the items listed above, regular items processed during the quarter included:

- Special Event requests (traffic control plans included)
- Work Orders for new signs, markings, and parking controls
- Transportation Permits
- Project referrals – Community Development
- Collision pin map and collision report filing
- Complaints and inquiries
- Traffic Studies – various locations for speeds, volumes and warrants

Property Management Division

Lisa Savage

Property Management

Property Management oversees Capital Improvement Program Projects along with performing routine property management duties, which include managing real property and the administration of leases for the City of Eureka.

In addition to performing routine property management duties, the following activities of interest occurred during the past quarter.

1. Airport Changes

In September, the City placed a temporary caretaker (Mathew Davis) in the Administration Building (formerly Bed & Breakfast). The caretaker is responsible for the overall security of the building and specific repairs and maintenance including: mowing, weeding, minor landscaping, painting the interior, and other duties as assigned by the City's Property Manager. Since having the caretaker in place, the exterior has been mowed and well maintained, the interior paint has been purchased, and there is been a marked decrease in transients wandering on to the property. In addition, the City contracted with Sanders Roofing and the roof is being replaced on the Bed and Breakfast Building and the Blue Hangar.

2. Lease/License Renewals and Terminations

Chevron USA – Placing the Chevron Lease on the agenda for the State Lands Commission's meeting is temporarily on hold.

Eureka Forest Products – Eureka Forest Products has expressed interest in an early renewal of their tidelands lease. This would result in higher rent for the City and secure a long term lease for Eureka Forest Products. A tentative lease agreement was drafted, reviewed by the City Attorney and forwarded to Eureka Forest Products for review. They have commented and requested some changes which the City is reviewing. - **Update-** City staff met with Eureka Forest Products management and any lease changes that were agreed to will be incorporated into a red-line version of the lease for review.

All Leases are available for review in the Property Management Office.

3. Right of Entry Agreements

One Right of Entry Agreement with CR for the Drag Strip was entered into in the fourth quarter.

4. Community Service Work Referral Program

Humboldt County's Probation Department places workers requiring community service time with the City. During the past quarter Community Service Workers served the City at the Zoo and the Marina.

5. Facilities Inspection

The Facilities Inspection Team (Building, Building Maintenance, Fire, and Property Management) conducted no inspections in the fourth quarter.

6. Real Property Work Completed

Two service/work requests were processed during the fourth quarter.

The following projects are under construction:

1. Salt Marsh Restoration, \$275,000, 2012/2013 planting/monitoring

The Fisherman's Terminal Project required mitigation for salt marsh affected by the construction of the wharf. Salt marsh vegetation installed by the landscape contractor has taken root, natural recruitment of native species can be observed throughout the site, and the non-native cordgrass is now nearly absent. Thus far, the restoration is a success. Monitoring and maintenance will continue for 5 years (2017). The Annual Monitoring Report (Year 1) was submitted to the oversight agencies in October. (Savage)

The following projects are undergoing preliminary design and environmental review:

1. Martin Slough Enhancement Project - \$4,400,000

GHD (formerly Winzler and Kelly Consulting Engineers) has finalized 30% project designs, prepared draft 30% designs for the tide gates, and completed a draft design report. They are currently developing 65% designs for the tide gates. The goal is to achieve sufficient design to prepare a CEQA document for the entire project, and prepare 100% designs for the replacement of the tide gates.

In April 2012, RCAA and the City were awarded a \$600,000 grant from the Department of Water Resources (DWR). RCAA has finalized the scope of work, budget, and timeline for the DWR grant. In addition to the DWR grant, funding secured to date for the project is: State Water Resources Control Board (\$705,000 - 30 % designs, supporting documents, permitting, with ~ \$400,000 for implementation); CA Department of Fish and Game (\$230,000 for final designs). (Savage, RCAA, Winzler & Kelly)